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REPORT DOCUMENTATION PAGE		3. RECIPIENT'S CATALOG NUMBER
1. REPORT NUMBER NPRDC TR 83- 33	2. GOVT ACCESSION NO.	
4. TITLE (and Subtitle) STRATEGY FOR ENLISTING LATERAL ENTRANTS VIA COMPUTER TECHNOLOGY (SELECT): AN AUTOMATED SYSTEM FOR DETERMINING RATING AND PAY GRADE QUALIFICATION FOR POTENTIAL NAVY LATERAL ENTRY ACCESSIONS		5. TYPE OF REPORT & PERIOD COVERED Jul 1981-Sep 1982
7. AUTHOR(s) Marc A. Hamovitch Meryl S. Baker		6. PERFORMING ORG. REPORT NUMBER 15-83-9
9. PERFORMING ORGANIZATION NAME AND ADDRESS Navy Personnel Research and Development Center San Diego, California 92152		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS RF63-522-801-022-03.42
11. CONTROLLING OFFICE NAME AND ADDRESS Navy Personnel Research and Development Center San Diego, California 92152		12. REPORT DATE September 1983
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)		13. NUMBER OF PAGES 64
		15. SECURITY CLASS. (of this report) UNCLASSIFIED
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
16. DISTRIBUTION STATEMENT (of this Report) Approved for public release; distribution unlimited.		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Lateral entry Cross-reference Computerized Rate assignment		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) This report describes SELECT, a system designed to streamline the process of determining proper ratings and assigning pay grades to potential Navy lateral entry accessions. It uses a cross-reference index that converts civilian occupations to Navy ratings and was developed in both a manual and computerized version. Qualification is based on training and/or work experience, physical and security characteristics, and separately developed skill tests.		

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NPRDC TR 83-33

SEPTEMBER 1983

STRATEGY FOR ENLISTING LATERAL ENTRANTS VIA
COMPUTER TECHNOLOGY (SELECT): AN AUTOMATED
SYSTEM FOR DETERMINING RATING AND PAY GRADE
QUALIFICATION FOR POTENTIAL NAVY LATERAL
ENTRY ACCESSIONS

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NAVY PERSONNEL RESEARCH
AND
DEVELOPMENT CENTER
San Diego, California 92152



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**STRATEGY FOR ENLISTING LATERAL ENTRANTS VIA COMPUTER
TECHNOLOGY (SELECT): AN AUTOMATED SYSTEM FOR
DETERMINING RATING AND PAY GRADE QUALIFICATION
FOR POTENTIAL NAVY LATERAL ENTRY ACCESSIONS**

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FOREWORD

This research and development was conducted under advanced development task area RF63-522-801 (Computer-aided and Classroom Training), work unit RF63-522-801-002-03.42 (Civilian Sector Training for Lateral Entry), and was sponsored by the Chief of Naval Operations (OP-01). The objective of the work unit is to examine, test, and evaluate concepts and procedures related to Navy lateral entry targeting skilled nonprior and prior service civilian personnel as petty officers. The current report describes an interactive computerized set of procedures designed to streamline the process of determining ratings and assigning pay grades to potential Navy lateral accessions.

J. W. RENARD
Commanding Officer

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Technical Director

SUMMARY

Problem

Navy recruiters have no objective criteria for assessing skills of potential Navy lateral entry accessions or clear guidelines for making accurate tentative rate assignments for them. The uncertainty and delay in awaiting the assigned rate from the Naval Military Personnel Command (NMPC), along with the time and difficulty associated with gathering the necessary documentation to support lateral accession, are strong disincentives for both the applicant and recruiting personnel.

Purpose

The purpose of this report is to describe the strategy for enlisting lateral entrants via computer technology (SELECT), an interactive set of procedures designed to streamline the procedures for assigning rates to potential Navy lateral accessions.

System Description

SELECT includes a cross-reference index that converts civilian occupations to Navy ratings and was developed in both a manual and computerized version. Skill tests developed under the lateral entry accession program (LEAP) and hours of training and/or work experience formed the basis for system selection criteria.

Recommendation

A need exists to evaluate SELECT in a context that requires users of varying sophistication to determine appropriate Navy ratings for applicants from a wide variety of civilian occupations.

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INTRODUCTION

Problem

The Navy is currently faced with an insufficient number of mid- to upper-level enlisted personnel. This problem is expected to continue for several years, in spite of the fact that retention of both entry-level and career personnel increased in FY 1982. One possible way to augment the Navy's current force of petty officers is through a program of lateral entry. This concept refers to bringing people into the Navy at higher than the normal entry level; that is, personnel may enter the Navy as petty officers if they qualify based on skills and knowledge acquired through training and civilian work experience.

Background

Although the Navy's lateral entry program, known as the direct procurement enlistment program (DPEP), has been in existence for several years, it has not been responsive to the increasing need for skilled petty officers. In fact, enlistment under DPEP has been declining over the last several years to less than a dozen accessions in FY 1980. This may be due, in part, to the fact that enlistment under DPEP is a very cumbersome and time-consuming process. Currently, it takes from 4 to 8 weeks to determine the pay grade and rating at which an applicant should be enlisted. For each applicant, a recruiter must spend time and effort to compile a lengthy preenlistment kit, which includes such information as employment and personal history. Also, the applicant must undergo physical and mental examination at a local military entrance processing station (MEPS) affiliated with a regional Navy Recruiting District (NRD) office. MEPS classifiers interview each applicant to determine program qualification and recommend the entering rate. The recommendation becomes part of the preenlistment kit that is forwarded to the Commander, Navy Recruiting Command (CNRC) and the Naval Military Personnel Command (NMPC), who make the final decision on rate assignment.

The two major problems with the current operation of DPEP are that (1) there are no objective criteria for assessing skills or clear guidelines for making accurate tentative rate assignments at the NRDs, and (2) there is no systematic set of procedures for collecting the necessary data or for determining when such data should be gathered. The uncertainty and delay in awaiting the assigned rate from NMPC, along with the time and difficulty associated with gathering the necessary documentation to support lateral accession, are strong disincentives for both DPEP applicants and recruiting personnel.

The lateral entry accession program (LEAP) was originated at the Navy Personnel Research and Development Center in response to a need to evaluate the lateral entry concept as a viable means for increasing the supply of petty officers and DPEP as an effective lateral entry program. The first LEAP pilot study was conducted from August to December 1982 in Navy Recruiting Area FOUR, which encompasses the areas of Southern Michigan and Northern Ohio. This region was chosen because, when LEAP originated, it had a high unemployment rate, thus offering the greatest available supply of skilled personnel. Test stations in the target area were the four MEPSs affiliated with the NRD offices in Detroit, Michigan; Cleveland, Ohio; and Columbus, Ohio, and 30 area community colleges. One Navy classifier at each MEPS was assigned responsibility for screening and testing applicants from the area work force; and educational specialists from the NRDs, for helping college counselors screen and test applicants with college backgrounds.

In an attempt to modify the lateral entry recruiting process so that procedures were more objective and less time-consuming, objective skill tests were developed for the following 13 ratings, which were experiencing severe petty officer (E-4, E-5, and E-6) shortfalls at the time LEAP was originated.

- AE--Aviation electrician's mate.
- AT--Aviation electronics technician.
- EM--Electrician's mate.
- EN--Engineman.
- ET--Electronics technician.
- FTG--Fire control technician (gun fire control).
- HT--Hull maintenance technician.
- IC--Interior communications technician.
- MM--Machinist's mate.
- MR--Machinery repairman.
- MS--Mess management specialist.
- SK--Storekeeper.
- YN--Yeoman.

Also, an interactive set of computerized procedures entitled "strategy for enlisting lateral entrants via computer technology" (SELECT) was developed for use in conjunction with the tests.

Purpose

The objective of this report is to document the SELECT system, including system requirements and operational procedures.

SYSTEM DESCRIPTION

SELECT is an interactive computerized set of classification procedures for initial processing of lateral entry applicants. It was designed to (1) streamline the process by which Navy classifiers at MEPS currently determine whether applicants are qualified for DPEP and (2) automate the process so that naive users such as college counselors could screen potential DPEP entrants. As part of this effort, a cross-reference system that converts civilian occupations to Navy ratings was developed. While a manual version of SELECT was also created, the major focus was on the operation and content of the computerized version.

SELECT is a set of 10 functions (programs), comprising approximately 150 lines of programming in APL, an interactive programming language. The programs reside on an IBM 370/3081 computer, a large mainframe operated by Boeing Computer Services (BCS). This system was chosen because it is used by Navy classifiers, who make up one group of intended SELECT users, and compatible terminals are available at each MEPS. However, SELECT can be adapted to smaller mainframes (e.g., IBM 4341) and microcomputers (e.g., IBM 5110), both of which were used in developing SELECT. On any system, SELECT operates within an APL workspace that contains all the necessary functions and variables to build and update the SELECT data base, which is stored permanently on a disk external to the APL workspace. When a user signs on to the BCS computer under a special account, the data base and APL workspace are made available and SELECT is automatically invoked. Appendix A provides a brief description of the SELECT system

programs; Appendix B, a description of the global variables used; and Appendix C, the actual program documentation.

Figure 1, a flowchart of the SELECT process, shows how SELECT flows from evaluation of general to specific lateral entry requirements. This simplifies the selection process by enabling the user to determine early on in the process if an applicant meets the general requirements for a rating and/or pay grade. If he or she is judged as unqualified, no further action is required.

Initially, the SELECT system requires input of demographic variables for use in tracing applicants and in subsequent analyses. SELECT computes the applicant's maximum qualified pay grade by comparing work/training experience data entered with lateral entry pay grade requirements listed in the Navy Recruiting Manual--Enlisted (1982). The SELECT output contains the level of pay grade qualification and the associated basic monthly pay to enable the applicant to weigh the financial aspects of enlisting. SELECT also prints out the factors that limit the applicant to the pay grade indicated.

The next step in the sequence is determining the appropriate Navy rating for the applicant. This required, among other things, the development of a civilian occupation-Navy rating cross-reference system to allow users (Navy classifiers, college counselors, and other potential users (e.g., job placement officials)) to identify the Navy ratings corresponding to the applicant's civilian training and/or work experience. The Department of Labor's Dictionary of Occupational Titles (DOT) was used as the framework to define civilian occupations. In DOT, civilian occupations are represented by nine-digit codes, with the first three being used to classify occupations by category, division, and group respectively. This level of detail was used in SELECT since it is the closest to the detail level used in describing Navy ratings.

The system was developed from existing Navy and Department of Defense publications that list Navy ratings and corresponding DOT classifications (e.g., the Military-Civilian Job Comparability Manual and the Navy Enlisted Career Guide). Also, the manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Section I (Navy Enlisted Occupational Standards) (NAVPERS 18068) was used to obtain titles of related civilian occupations for each rating. The civilian occupations were converted into DOT codes when not already provided. Finally, all available sources were integrated into a computer cross-referenced data base of all DOT codes and Navy ratings. Any gaps in the data base due to the limited listings in the available sources were filled in by judging which ratings corresponded to each DOT code.

To help the applicant decide which rating to select, a brief description of each rating was written based on descriptions provided in the Navy Enlisted Occupational Standards and in the Navy Enlisted Career Guide. These descriptions included, for each rating, a listing of the semester hours of credit that could be received by Navy personnel at each pay grade within a rating. This educational correspondence data, which is particularly useful to college students and recent graduates, were based on assessments of each rating found in The 1980 Guide to the Evaluation of Educational Experiences in the Armed Services, a publication of the American Council on Education.

After general pay grade qualifications have been assessed and a rating selected, SELECT determines whether the applicant meets requirements specific to the rating for

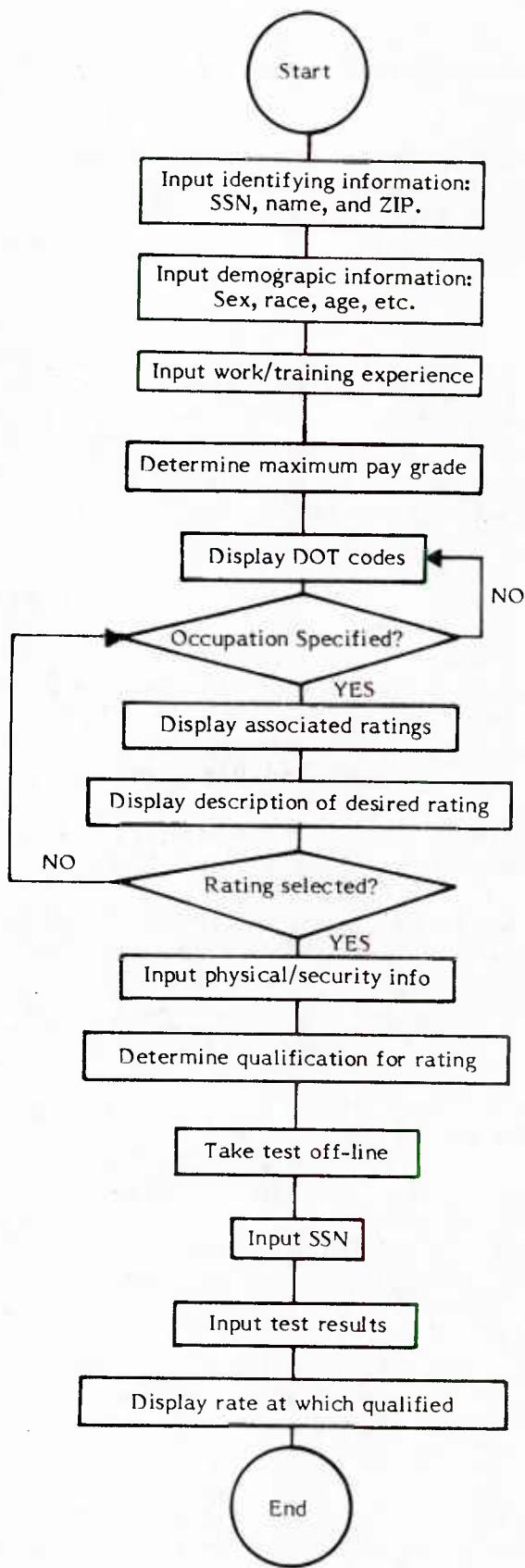


Figure 1. A flowchart of the SELECT process.

physical characteristics, citizenship, and security clearance. These standards are listed in Appendix J of the Navy Enlisted Manpower and Personnel Classifications and Occupational Standards. If an applicant is unqualified for the rating, SELECT displays the deficient areas. Further, SELECT displays the results of any previous tests so that, if the individual has already taken the desired test, retesting can be avoided.

When an applicant has been otherwise determined qualified for a rating, a skill qualification test is administered and results are scored manually. (These assessment instruments will be described in a subsequent report.) Finally, test scores are compared with established criteria and the maximum eligible pay grade within the rating is determined. SELECT then displays the rating and pay grade for which the applicant is qualified, plus the basic monthly pay associated with the pay grade.

As previously mentioned, a manual version of SELECT was developed for use when the computer is inaccessible. This method, which is basically a sequence of steps paralleling the computer method, uses printouts of files stored in the computer. Under this method, the user (e.g., college counselor, Navy classifier, or educational specialist) manually flips through the pages of the printed files to obtain necessary information and then fills out a SELECT data sheet with information that would otherwise be entered and/or calculated, and stored by the computer. Information from the data sheet is later entered into the computer to maintain an updated data base. Instructions on how to use SELECT under both manual and computer conditions are contained in Appendix D.

RECOMMENDATION

A need exists to evaluate SELECT in a context that requires users of varying sophistication to determine appropriate Navy ratings for applicants from a wide variety of civilian occupations.

REFERENCES

American Council on Education. Guide to the evaluation of educational experience in the armed services. Washington, DC: 1982.

Department of Defense. Military/civilian job comparability manual. Washington, DC: Office of the Assistant Secretary of Defense (Manpower and Reserve Affairs), (undated).

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Naval Military Personnel Command. Manual of Navy enlisted manpower and personnel classifications and occupational standards (NAVPERS 18068), 1982.

Navy Recruiting Command. Navy recruiting manual--enlisted (COMNAVCRUITCOM INST. 1130.8). Arlington, VA: 1982.

Navy Recruiting Command. Navy enlisted career guide. Arlington, VA: 1981.

APPENDIX A
BRIEF DESCRIPTION OF APL FUNCTIONS

BRIEF DESCRIPTION OF APL FUNCTIONS

1. SELECT Main function that controls determination of an applicant's rate. Solicits social security number and verifies its validity. It determines if the SSN is old by examining data base through SHARE function. Solicits name of applicant and zip code of testing site. The function then calls functions 2-6 listed below. Each function returns a variable that contains the solicited information, which is then stored by SELECT. Before ATTEST is invoked, an opportunity is given to review and/or correct any data previously entered. This offer is accessible from any point in any function by entering a special character. It is automatically accessed when SSN is old. Following update section, ATTEST is called, after which SHARE is called to permanently update the data base. The function can then be restarted or else the terminal session is terminated.
2. DEMOG Solicits demographic information that is not used in rate determination but is useful for identification and research purposes. Input is not checked for conformity to format of parameters since this could cause unnecessary delays in processing the applicant. Because these data will be used only for identification, strict format conformity is not required. Excess spaces are removed from input, however, to conform to available space in data base.
3. APAYGRADE Solicits information on months of general and supervisory work experience and hours of vocational training. This information is then compared with the variable STANDARD to determine at which pay grade the applicant is qualified. The function then prints the level of qualification, the associated basic pay, and the parameters that limited pay grade to reported level.
4. AXREF Interactively cycles through one, two, and three-digit codes of the Dictionary of Occupational Titles (DOT), stored in the variable MENU. Once a three-digit code is specified, its location is found in the variable INDC, which is an index for ratings found in the variable RATC. The portion of RATC containing the ratings associated with the DOT code (indicated by INDC) is then printed. Next, the user has the option of returning to a display of DOT codes or of viewing a description of a rating contained in the variable ADESCR.
5. ABACK Solicits information pertinent to requirements for special physical characteristics, such as hearing and vision, and for citizenship and security clearance. The function first solicits the rating and then the information. If qualification for a different rating is requested, stored background information can be used. Following specification of information or use of stored data, qualification for the entered rating is given. If the applicant is unqualified, the areas causing disqualification are listed.
6. ATEST Prints out results of any previous test, then solicits rating and scores of test. Compares scores with those stored in variable CRITERIA. Prints out rate at which test-qualified and pay grade for which

qualified from APAYGRADE. Also prints associated basic monthly pay.

- 7. SHARE Depending on argument, this function establishes read-only or read/write access to data base in file DIRECT AP210. The function searches for SSN entered in SELECT function and reads data from appropriate record or writes data to appropriate record. If no match found, first record after existing data is used. If write access cannot be established, a temporary file is created.
- 8. COND This function eliminates excess blanks from a string.
- 9. ANUMCHK The function checks string for numerical characters and resolicits input if nonnumeric character found.
- 10. FIND This function searches one variable for the location of another. Upper and lower case letters are treated identically.

APPENDIX B
GLOBAL VARIABLES

GLOBAL VARIABLES
(dimensions in parentheses)

AMENU	(110 x 14 x 64) This variable contains 110 displays. Each display is 14 x 64 characters consisting of:
	<ol style="list-style-type: none">1. 1 display of 1-digit DOT codes.2. 9 displays of 2-digit DOT codes.3. 100 displays of 3-digit DOT codes.
RATC	(1351 x 4) This variable contains 1351 ratings. Each rating is allotted 4 spaces. Groups of ratings correspond to particular DOT codes and are indexed by INDC.
INDC	(411 x 3) This variable contains 411 indexes that are used to index the appropriate group of ratings in RATC. Each index corresponds to a DOT code that has at least one associated Navy rating. Each index has three parts: <ol style="list-style-type: none">1. DOT code.2. Position of first rating listed in RATC minus.3. Number of rating listed in RATC.
ADESCR	(99 x 16 x 64) This variable contains 99 displays. Each display is 16 x 24 characters. They consist of job descriptions and educational backgrounds for 97 ratings. Two ratings require two displays.
RATING	(99 x 4) This variable contains 99 ratings. Each rating is allotted 4 spaces. The ratings correspond to the descriptions in ADESCR and are used to index the appropriate display.
STANDARD	(7 x 4) This variable contains minimum levels of (1) work experience, (2) supervisory work experience, (3) training, and (4) a combination of work experience and training, for qualification at each of seven pay grades (E-1--E-7).
PAY	(8 x 7) This variable contains basic monthly pay (in a 7-character string) for 8 pay grades (E-0--E-7).
BGINFO	(13 x 7) This variable contains 7 values for each of the 13 LEAP target ratings. The values correspond to special physical, citizenship, and security clearance requirements for each rating.
CRITERIA	(13 x 3) This variable contains the minimum test scores necessary to pass each of 3 pay grades (E-4--E-6) for each of the 13 LEAP target ratings.
RTG	(13 x 4) This variable contains the 13 LEAP target ratings (4 characters per rating). It is used to reference the values in BGINFO and CRITERIA.

APPENDIX C
DOCUMENTATION OF APL FUNCTIONS USED IN SELECT

DOCUMENTATION OF APL FUNCTIONS USED IN SELECT

```

▼ SELECT;Q;Y;RECORD;SSN;INDEX;NAME;OLD;ZIP;DIRECTORY
C11 'STRATEGY OF ENLISTING LATERAL ENTRANTS VIA COMPUTER TECHNOLOGY
C21 'ENTER ;CR: YCARRIAGE RETURNA TO CONTINUE TO NEXT PROGRAM'
C31 'ENTER / TO REVIEW DATA'
C41 'ENTER # TO EXIT MAIN PROGRAM',DAVE[203]
C51 ST:INDEX+1+OLD<0
C61 RECORD<320ρQQ< '
C71 'ENTER SSN, ;CR:, #, /'
C81 →(' #/'=1↑SSN+ANUMCHK 0)/P,END,U
C91 →(9=<ρSSN)/CONT1
C101 'PLEASE ENTER 9 DIGITS'
C111 →ST
C121 CONT1:SHARE 'R'
C131 RECORD[118 119]+ 2 0 *1+''1↑'0',RECORD[118 119]
C141 →(OLD< ' #RECORD[13])/U
C151 RECORD[120+53+5↑]TSC[2 33
C161 RECORD[19]+SSN
C171 N: 'PLEASE ENTER NAME OF NEW APPLICANT, # TO REENTER SSN, ;CR:, #'
C181 (64×OLD)↑RECORD[30], ' IS STORED'
C191 →(' #/'=1↑NAME+20↑COND 0)/Z,END,ST
C201 RECORD[10+120]+NAME
C211 Z: 'PLEASE ENTER ZIP CODE OF TESTING SITE, ;CR:, #, /'
C221 (64×OLD)↑RECORD[31+5], ' IS STORED'
C231 →(' #/'=1↑ZIP+COND 0)/D,END,U
C241 RECORD[31+53+5↑ZIP
C251 D:→(' #/'=1↑YY+DEMOG)/P,END,U
C261 RECORD[37+33]+33↑Y
C271 P:→(' #/'=1↑YY+APAYGRADE)/X,END,U
C281 RECORD[70+120]+20↑Y
C291 X:→(' #/'=1↑YY+AXREF)/B,END,U
C301 RECORD[90+53+5↑Y
C311 B:→(' #/'=1↑YY+ABACK)/U,END,U
C321 RECORD[95+120]+20↑Y
C331 U: 'ENTER >N,Z,D,P,X,B^ FOR NAME,ZIP,DEMOG,PG,XREF,BACKGE ;CR: FOR TEST SCORES, #, /'
C341 OLD+1
C351 →('NZDPXB #/'=1↑COND 0)/N,Z,D,P,X,B,T,END,U
C361 →U
C371 T:→(' #/'=1↑ATEST)/U
C381 END: 'END OF PROGRAM'
C391 SHARE 'U'
C401 'PLEASE ENTER 3# TO RESART PROGRAM, OTHERWISE SYSTEM LOGS OFF'
C411 →(' #, =1↑P)/1,0
C421 QCTS 'LOGOFF'
▼

▼ DEM+DEMOG
C11 'PLEASE ENTER THE FOLLOWING DEMOGRAPHIC INFORMATION ;CR:, #, /'
C21 'SEX + RACE + ETHN + CIV ED + DOB + BRANCH + YR/MO/DA OF SERVICE'
C31 (64×OLD)↑RECORD[37+133], ' IS STORED'
C41 →(' #/'=1↑DEM+35↑COND 0)/0
▼

▼ DATA+APAYGRADE;AREAS;C;MIN;X;Y
C11 'ENTER THE FOLLOWING TO DETERMINE MAXIMUM PAYGRADE, ;CR:, #, /'
C21 HEAD:AREAS< 3 16 ρ0# ' # WORK EXP/MOSA # SUP W/E MOSA # TRAINING HRSA'
C31 (64×OLD)↑RECORD[70+120], ' IS STORED'
C41 →(' #/'=1↑DATA+ANUMCHK 0)/0
C51 →(0≠ρ0#((3≠ρ,X<1DATA)×64)+' PLEASE ENTER ONE NUMBER FOR EACH AREA LISTED. ')//HEAD
C61 C<, (14).=14
C71 C+C/, (R 7 4 ρ4ρX+(X[3]+1000×X[1]+12),X[3 1 2])+.2STANDARD
C81 'APPLICANT IS QUALIFIED FOR '(Y<3↑E',#MIN),', WITH BASE MONTHLY PAY OF $',PAY[1+MIN+L/C;]
C91 'MINIMUM AREAS( ',C11(C=MIN)/C11(1 16 ρ# ' # WORK+TRAINING '),C11 3 16 ↑AREAS[3 1 2];103
C101 DATA+Y,DATA
▼

▼ DOT+AXREF;I;LOC;POS;RAT
C11 ENT: 'ENTER DOT NUMBER >0 TO BEGINA, ;CR:, #, /'
C21 (64×OLD)↑RECORD[90+15], ' IS STORED'
C31 →(' #/'=1↑DOT+3↑ANUMCHK 0)/0
C41 I←(↓DOT,'+1')+10×2=+/ ' #DOT
C51 →(3=+/DOT# ' )/LST
C61 AMENU(I;)
C71 →ENT
C81 LST:LOC<,INDC[POS-(1+↑ρINDC)=POS+INDC;1]>I-1; 2 33
C91 . RATCE[LOC[1]+LOC[2];]
C101 →(POS=1+↑ρINDC)/ENT
C111 DES: 'ENTER RATING DESCRIPTION DESIRED, 1 FOR NEW DOT NUMBER, ;CR:, #, /'
C121 →(' #/'=1↑RAT+0)/0,EN,EN,ENT
C131 →(0≠ρ,0≠ADESCRERATING FIND 4↑RAT; )/DES
C141 RAT, ' # RATING DOES NOT EXIST'
C151 →RES
C161 EN:DOT=RAT
▼

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    ▽ BACKG+ABACK;RT;N;BG;IND;INFO;OPEN
[1] ST:'ENTER RATING TO DETERMINE BACKGROUND QUALIFICATION, ;CR:, #, /'
[2] N+1+pIND+\0
[3] +( ' #/'=BACKG+1+RT+4+COND \0)/CONT,0,0
[4] +(0#pIND+RTG FIND RT)/CONT
[5] RT,' IS NOT A LEAP RATING. PLEASE RE+ENTER. v;CR:, #^'
[6] +ST+1
[7] CONT:'ENTER BACKGROUND INFOMATION v1xYES/NORMAL 2xABNORMAL/NO^'
[8] INFO+ 6 7 p0t'COLOR HEAR SPEECH CIT SECUR VISION vFROM 20/-/-- TO 20/-/--^, #, /'
[9] (64xOLD)+RECORD[95+(20], ' IS STORED'
[10] BACKG+10
[11] GET:+(' #/'=1+BACKG+ANUMCHK \0, ' ,BACKG)/NEXT,0,0
[12] +(7#=,1,BACKG)/NEXT
[13] 'PLEASE ENTER ;CR: OR 7 NUMBERS SEPARATED BY SPACES'
[14] +GET
[15] NEXT:BACKG+1+BG+7+1+BACKG, ' ,RECORD[95+(25]
[16] +(0=pIND)/QUAL
[17] +(N+7+/BG+BG\, BGINFO[IND;J)/QUAL
[18] 'APPLICANT UNQUALIFIED FOR ',RT,' RATING DUE TO( '
[19] (~BG)/[1] INFO,[1] INFO[6;J
[20] QUAL:(64xN)+'APPLICANT IS QUALIFIED FOR, ',RT,' RATING'
[21] +(1=1OPEN+(RECORD[111+15x[13]= ' )/(13)/0
[22] RECORD[30], ' HAS ALREADY BEEN TEST QUALIFIED AS: ',,DAVE203J,RECORD[125+,15xOPEN[1]-1]
    v

    ▽ R+ATEST;N;RT;IND;RES;RAT;MPG;OPEN
[1] +(1=1OPEN+(RECORD[111+15x[13]= ' )/(13)/ST
[2] RECORD[30], ' HAS ALREADY BEEN TEST QUALIFIED AS: ',,DAVE203J,RECORD[125+,15xOPEN[1]-1]
[3] ST:'ENTER RATING OF TEST RESULTS, v;CR:, #, /'
[4] +( ' #/'=R+1RT+COND \0)/0
[5] +(0#pIND+RTG FIND 4+RT)/CONT
[6] RT,' IS NOT A LEAP RATING. PLEASE RE+ENTER. v;CR:, #, /'
[7] +ST+1
[8] CONT:'ENTER NUMBER CORRECT FOR( E4 E5 E6, v;CR:, #, /'
[9] +( ' #/'=1+RES+ANUMCHK \0)/0
[10] RAT:(4+RT,(v(N>0)x7-N), ' vE',(vN+1/0,(x\3+RES)\,CRITERIA[IND;J)/ 4 5 6 ),' ^'
[11] 'APPLICANT IS TEST QUALIFIED AS AN ',RAT,', WITH A BASE SALARY OF $',,PAYEN+1;J
[12] 'WITH LIMITATION DUE TO BACKGROUND OF( ',MPG,', WITH A BASE SALARY OF $',,PAYE1+1+1+0',MPG+RECORD[71 72];J
[13] RECORD[110+15xOPEN[1])+(15)+(5+RAT),10+RES
    v

    ▽ SHARE R;D;J;DCTL;DREC;TEMP;DIRECTORY
[1] +(9#pSSN)/0
[2] J+0
[3] TRY:DCTL+DIRECT AP210 *(CTL '
[4] DREC+ DIRECT AP210 *(USER NPYDC1 PASS LEAP ',R
[5] +(1#^/2=210 DSVO 2 4 p'DRECDCTL')/ERR1
[6] +(0#1#DCTL)/ERR1
[7] ST:DIRECTORY+ 0 9 p'
[8] CHK:+(0=pTEMP+pREC)/END
[9] DIRECTORY+DIRECTORY,[1] 9+,TEMP
[10] +CHK
[11] END:+(0=pJ+DIRECTORY FIND SSN)/FINR
[12] DCTL+2pJ
[13] PROC:+RECORD+320+,DREC+320+,RECORD'E(12xR#'R')+16J
[14] +0
[15] FINR:+PROCxR='U'
[16] ERR1:+(2=J+J+1)/T
[17] 'SYSTEM ERROR PLEASE WAIT 2 SECONDS WHILE CONTACT REATTEMPTED'
[18] D+DCTS 'SL 2 SEC'
[19] D+DEX 2 4 p'DRECDCTL'
[20] +TRY
[21] T:DCTL+DIRECT(CTL'
[22] DREC+ DIRECT('',R
[23] 'PLEASE REPORT THE FOLLOWING TO LR. IARC BAMOVITCH'
[24] 'AT T*PLN. v619A 225+6911'
[25] +(1#^/2=210 DSVO 2 4 p'DRECDCTL')/ERR2
[26] +(0#1#DCTL)/ERR2
[27] 'TEMPORARY FILE USED'
[28] +ST
[29] ERR2:'TEMP CONTACT FAILED. PLEASE RETRY LATER'
    v

    ▽ Y+COND X
[1] Y+1+(( ' ' #X)v ' #1#X)/X+ ' ',X
    v

    ▽ Y+ANUMCHK X
[1] ST:Y+,COND X
[2] +( ' #/'=1+Y+,X)/0
[3] +( (p,Y)=+/#e ' 0123456789')/0
[4] 'PLEASE ENTER NUMERIC INFORMATION ONLY'
[5] X+,0
[6] +ST
    v

    ▽ Z+A FIND B
[1] +(0#pZ+(AC;\,p,B)^(,=,B)/(1+pA)/0
[2] B='ABCDEFHIJKLMNOPQRSTUVWXYZ 'E'@nL_e_@A\.' 'D'@oX?pF~+Uw@tC' (B)
[3] Z+(AC;\,p,B)^(,=,B)/(1+pA)
    v

```

SELECT

<u>Line #</u>	<u>Description</u>
1-4	Instructions for special characters, which are acted upon when entered at any request for input during function execution.
5-6	Initialize index, old record.
7	Print SSN instructions.
8	Verify input to SSN as numeric and move to appropriate section if special character is entered.
9-11	Print error message and return to start if SSN does not contain exactly 9 digits with no spaces.
12	Invoke SHARE function to determine if SSN already exists in data base.
13	Increment counter of number of times record accessed.
14	If record has existing information, indicate in OLD and go to update area.
15	Store current date if SSN new.
16	Store SSN if new.
17	Print instruction for input of name.
18	If old SSN, print out stored data.
19	Assign condensed input of name to NAME and move to appropriate section if special character entered.
20	Store name.
21	Print instructions for input of zip code.
22	If old SSN, print out stored data.
23	Assign condensed input of zip code to ZIP and move to appropriate section if special character entered.
24	Store ZIP code of testing site.
25	Invoke DEMOG function, store result in Y, and move to appropriate section if special character is the result.
26	Store demographic information.
27-28	Same as 25-26 applied to APAYGRADE function.
29-30	Same as 25-26 applied to AXREF function.

<u>Line #</u>	<u>Description</u>
31-32	Same as 25-26 applied to ABACK function.
33	Print update/review instructions.
34	Update OLD to indicate that there are stored data.
35-36	Move to indicated section or resolicit input if unknown character entered.
37	Invoke ATESST function and move back to update line if '/' is the result.
38	Print 'end of program.'
39	Invoke SHARE program to update data base.
40	Print instructions to restart function.
41-42	Restart or log off as indicated by input.

DEMOG

- 1-2 Print out instructions for entering information.
- 3 If old SSN, print out stored data.
- 4
 - a. Solicit input for demographic information.
 - b. Remove excess blanks from input.
 - c. Assign 35 characters of input as result of function.

APAYGRADE

- 1-2 Print out instructions.
- 3 If old SSN, print out stored data.
- 4
 - a. Solicit input for experience and training.
 - b. Verify input is numeric.
 - c. Assign numbers to DATA.
 - d. If special character entered, exit function with special character as result.
- 5
 - a. Assign DATA to X and if three numbers not entered:
 - b. Print out message.
 - c. Return to instructions.
- 6 Initialize C.
- 7
 - a. Compare DATA with STANDARD.
 - b. Assign level of qualification to C.
- 8 Print out level of qualification and associated base pay.
- 9 Print out areas that limited pay grade to indicated level.
- 10 Assign pay grade and DATA to result of function.

Line # Description

AXREF

- 1 Print out instructions.
- 2 If old SSN, print out stored data.
- 3
 - a. Solicit input to begin search for Dictionary Occupational Titles (DOT) code in variable MENU.
 - b. Verify input is numeric.
 - c. Assign digits to DOT.
- 4 Convert DOT into page number for AMENU and assign to I.
- 5 If 3-digit DOT specified, go to LST.
- 6 Otherwise, print specified MENU page.
- 7 Continue searching MENU.
- 8
 - a. Find the position in INDC of the DOT code and assign it to POS.
 - b. From the information in INDC, assign to LOC the location RATC of the ratings corresponding to DOT.
- 9 Print out ratings associated with DOT.
- 10 Return to beginning if DOT invalid.
- 11 Print instruction for displaying rating descriptions.
- 12
 - a. Solicit input for desired rating description.
 - b. Go to end of function if special character entered. If (1) is entered, return to beginning.
- 13
 - a. Find the location of the rating.
 - b. Print the description of the located rating.
 - c. Return to description instructions if description found.
- 14 If no or improper rating entered, print statement.
- 15 Then return to description instructions.
- 16 Assign RAT to DOT as result of function.

ABACK

- 1 Print instructions.
- 2 Initialize N and IND.

<u>Line #</u>	<u>Description</u>
3	a. Assign to RT 4 letters of condensed input. b. Assign the first character of input as result of function. c. Skip to next section in function, or if input is another character, exit function, with character as result.
4	a. Find position of RT in RTG and assign to IND. b. Skip to next section if rating found.
5-6	If not, print statement and return to start of function.
7-8	Print instructions.
9	Print out stored value of BACKG.
10	Initialize BACKG.
11	a. Solicit input for BACKG. b. Verify input is numeric. c. Assign value to BACKG. d. Skip to next section if function, or if input is another special character, exit function, with character as result.
12	Skip to next section if BACKG has 7 numbers.
13-14	If not, print instruction and return to solicit input.
15	Assign numeric representation to BACKG plus stored data to BS.
16	Skip to next section if no rating was entered.
17	a. Compare values of BGINFO for indicated ratings. b. Assign logical comparison vector to BG. c. Test if all values meet standards. d. Assign result of test to N. e. If result is positive, go to qualification statement.
18	If not, print nonqualification statement.
19	Print reasons for not qualifying.
20	Print qualification statement if qualified.
21-22	Print out tests already taken, if any, and the results.

ATEST

- 1-2 Print out tests already taken, if any, and the results.
3 Print instructions.

<u>Line #</u>	<u>Description</u>
4	Assign condensed input of rating to RT and exit function if special character entered.
5	Assign index for rating entered to RT and skip to results section if rating found.
6-7	If not, print error message and return to solicitation.
8	Print instructions.
9	Verify input as numeric, assign results to RES, and exit function if special character entered.
10	Compare results with indicated CRITERIA and store output of rank and pay grade in RAT.
11-12	Print statement of test and background qualification with salary information.
13	Record qualified rate and test results.

SHARE

- 1 Exit function if SSN invalid.
- 2 Initialize J.
- 3-6 Establish connection with data base and move to error section (Line 15) if any problems indicated.
- 7-10 Establish DIRECTORY as a list of all SSNs in the data base.
- 11 Locate the position of the SSN in DIRECTORY, assign this value to IND, and move to FINR (Line 14) if it does not exist.
- 12 If it does exist, establish access to indicated record.
- 13 If R indicates read access desired, read data into RECORD variable; if write access desired, write data from RECORD to file.
- 14 Exit function.
- 15 Exit function unless R indicates write access desired in which case move to PROC (Line 13) to write data.
- 16-20 Make 2 more attempts to establish connection by delaying 2 seconds, expunging old attempt and moving to TRY (Line 2).
- 21-24 If contact cannot be established, create temporary file and print instructions to report problem.

Line # Description

- 25-26 If temporary file cannot be created move to EER2 (Line 29) and print error.
- 27-28 Print success message and move to ST (Line 6) to store data.
- 29 Error message for temporary file.

COND

- 1 Eliminate excess and leading blanks from string X and assign condensed string as result of function.

ANUMCHK

- 1-2 Assign condensed form of X to Y and exit function if Y contains special character.
- 3 Exit function if each element of Y is numeric or blank.
- 4-6 Print numeric instructions, solicit new input, and move to ST to evaluate new input.

FIND

- 1 Find the location of string B in matrix A and assign value as result of function.
- 2-3 If B cannot be located, convert upper case to lower case and reattempt location.

APPENDIX D
SELECT GUIDE FOR MANUAL AND COMPUTER PROCEDURES

SELECT

(Strategy for Enlisting Lateral Entrants via Computer Technology)

Guide for Manual and Computer Procedures



Directions for Tentative Assignment to Rate
using SELECT

I. General Introduction

The Strategy of Enlisting Lateral Entrants via Computer Technology (SELECT) is an interactive computer program designed to aid classifiers and/or college counselors in tentatively determining the rating and paygrade at which an applicant may enter the Navy under the Lateral Entry Accession Program (LEAP). The determination is based on the applicant's previous work experience, training, and the results of specially designed LEAP tests. Since all testing sites do not have access to computer terminals, a manual method for making rate determinations, closely paralleling the computer method, has been developed. This involves completing a data sheet that will be submitted to the local Navy Recruiting District (NRD) for subsequent entry into the computer. This method also provides an alternative means of rate determination in the event of computer failure.

II. Manual Method

Page 8 is a sample of a completed SELECT Data Sheet. Following the data sheet are four information sections containing information necessary to complete the data sheet. The description of those sections is given below. Their use is described in the instructions for the data sheet beginning on page 2.

Data Sheet Tables

This section contains three tables used to determine qualification for paygrade and rating on the basis of (1) general paygrade requirements, (2) special physical requirements for entry into a rating, and (3) test scores required for acceptance in a given paygrade for a specific rating.

DOT Structure

This section contains all the one-, two-, and three-digit DOT codes.

DOT - Navy Rating Cross-Reference

This section contains the Navy ratings associated with each DOT code. Starred ratings are part of LEAP pilot project and are those which tests are available.

Rating Descriptions

This section contains brief descriptions of all Navy ratings. Also included are brief descriptions of the corresponding educational credit associated with each paygrade within a rating.

INSTRUCTIONS FOR DETERMINING RATING AND PAYGRADE
USING THE MANUAL METHOD

1. SSN - Enter 9 digits
2. Name - Last name; First and Middle initials
3. Zip Code - Enter five digit zip code of testing site
4. Demographic information - Fill out each line as indicated below
 - a. Sex - Enter M or F
 - b. Race - Enter the letter in parentheses below that corresponds to the applicant's race
 - (C) Caucasian
 - (N) Black/Negroid
 - (X) Other
 - (Z) Unknown
 - c. Ethnic - Enter the letter or number in parentheses below that corresponds to the applicant's ethnic background
 - (1) Spanish, N.E.C.
 - (2) American Indian, N.E.C.
 - (3) Asian American, N.E.C.
 - (4) Puerto-Rican
 - (5) Filipino
 - (6) Mexican American/Chicano
 - (7) Eskimo
 - (8) Aleut
 - (9) Cuban American
 - (D) India
 - (E) Malaysian
 - (G) Chinese
 - (J) Japanese
 - (K) Korean
 - (L) Polynesian
 - (Q) Other Pacific
 - (S) Central/South American
 - (V) Vietnamese
 - (W) Micronesian
 - (X) Other
 - d. Civilian Education - Enter the number of years of education plus the letter that corresponds to the type of certificate the applicant has received.
 - (N) None
 - (G) Graduate Equivalency Diploma
 - (P) Post high school degree
 - (D) High School Diploma
 - e. Date of Birth - Day/Month/Year

f. Prior Service

(1) Branch - If the applicant has prior service, enter the letter in parentheses below that corresponds to the branch of service followed by the letter R, for Reserve duty.

- (AF) Air Force
- (A) Army
- (C) Coast Guard
- (M) Marine Corps
- (N) Navy

(2) Length of Service - Years/Months/Days

5. Maximum Paygrade -

- a. Months of Work Experience - Enter the number of verifiable months the applicant has worked in a given field.
- b. Months of Supervisory Work Experience - Enter the number of verifiable months the applicant has worked as a supervisor in any field.
- c. Hours of Specific Vocational Training - Enter the number of verifiable contact hours the applicant has spent in a specific vocational training program. Translate one year as 1000 hours.
- d. Work/Training - This variable must be calculated as follows: Translate one year of work as 1000 hours by dividing 12 into (a) and multiplying by 1000. Add the result to (c).

Example: (a) = 60
(c) = 4000

$$\begin{aligned} 60 \div 12 &= 5 \\ 5 \times 1000 &= 5000 \\ 4000 + 5000 &= 9000 \end{aligned}$$

Thus, 9000 is entered on line (d).

Next, compare the data on lines (a) through (d) with the Paygrade Standards in the Data Sheet Tables section following the sample Data Sheet. Each of the lines (a) through (d) corresponds to one column in the Paygrade Standards table. In each category, the applicant qualifies at the level his number meets or exceeds the value in the table. Using the numbers as the sample data sheet, the applicant qualifies for E5 in work experience, E5 in supervisory work experience, E6 in training and E6 in work/training. Overall, the applicant is restricted to the lowest paygrade he qualified for in the categories. In this case, the applicant is qualified for E5 because of his work experience and supervisory work experience. Therefore, E5 is entered on line 5 of the sample. NOTE: If the minimum area is Work Experience for an applicant who is otherwise qualified for E4, Work Experience may be waived. This means an applicant qualifying at the E3 level may be considered to qualify at the E4 level.

6. DOT - Navy Rating Cross-Reference - The purpose of this step is to find the Navy Rating that is appropriate to the applicant's work experience, training, and interests. This is done with the help of the final three information sections as described below.
 - a. The DOT structure section is used to determine the three-digit DOT code corresponding to the applicant's area of work. This is done by first selecting the appropriate occupational category (one-digit numbers), narrowing this by selecting the appropriate occupational division (two-digit numbers), and finally refining this by selecting the appropriate occupational group (three-digit numbers). Enter the selected three-digit number on line 6.
 - b. The DOT - Navy Rating Cross-Reference is used to find the Navy ratings associated with the selected DOT code. Simply look up the three-digit code to find the associated ratings. Remember, tests are only available for the starred ratings.
 - c. The final step in choosing a rating is to read the descriptions in the Rating Descriptions section. This section contains a brief description of the duties performed by each Navy rating. A description of educational correspondence is also included. This is an indication of the number of semester hours of credit by course that an individual in a given Navy rate could receive. The number in parentheses refer to the semester hours for paygrades E4, E5, E6, and E7. Thus, the applicant should be familiar with the subjects listed if he expects to qualify for a given rating and paygrade.
7. After a rating is selected, enter this on line 7. To determine qualification for the rating selected, complete lines (a) through (g) and compare the results with the Rating Qualification table in the Data Sheet Tables section. To fill in the data for lines (a) through (e), enter a '1' for 'yes' or 'normal' and '2' for 'no' or 'defective'. For lines (f) and (g), enter the appropriate values for the applicant's vision. An applicant is qualified only if all of the data entered are less than or equal to values in the table for the selected rating. Next to rating entered on line 7, place a '+' if the applicant is qualified and a '-' if not.
8. Test Results - If applicant is qualified for the given rating and has not yet been tested in this rating, a test may be issued. Consult LEAP Test Administrator's Manual for instructions. Once the scoring has been completed, enter the results on the appropriate lines on the data sheet. Compare the results to those in Data Table 3. Applicant is test-qualified for the given rating at the paygrade for which the recorded scores meet or exceed the tabled values. NOTE: An applicant cannot qualify as an E6 if he has not qualified as an E5, and he cannot qualify as an E5 if he has not qualified as an E4. Indicate in the space provided, the level of qualification.

9. Enter the lower of paygrades determined in Step 5 and Step 8, and indicate to the applicant the corresponding basic pay (see Data Table 1).

Submit completed Data Sheet to your local NRD, c/o Enlisted Programs Officer.

III. INSTRUCTIONS FOR DETERMINING RATING AND PAYGRADE
USING THE COMPUTER PROGRAM: "SELECT"

The SELECT program is written in the APL computer language and requires that all input be in lower case characters. Thus, it is important to be sure at all times that you enter lower case characters only. Begin by entering your NPRDC USERID and password. The computer will respond with a few lines of print and then request the SELECT password. Enter in lower case letters <<leap>>. This initiates the SELECT program. If the computer responds - ws locked -, enter <<"load Knprdc1K leap>leap >>. If this fails to initiate the SELECT program, log off and try again. The first few lines contain instructions on how to move through the main SELECT program. At any request for input, you may make one of three special entries.

- <*> - Puts you at the end of the program and stores all the data entered.
- </> - Allows you to re-enter the program at any point desired. After the </> is entered, you will be prompted for the specific entry point (indicated in later sections).
- <cr> - Carriage return advances to the next section of the program. This is useful when reviewing data and no changes are necessary.

The following is a description of the various requests for input. Entry point letters are indicated in parentheses following step number. These are the letters to enter when prompted following entry of </> to update or review data. Only information specific to the computer procedure will be given here. For greater detail see same step number under manual procedures.

1. SSN - Nine digits must be entered without hyphens or spaces.
2. (N) Name
3. (Z) Zip Code of testing site
4. (D) Demographic Information - Enter with at least one space between each item. Dates may be entered with hyphens, slashes, or blanks separating numbers. Letters may also be used for month.
5. (P) Maximum Paygrade - Enter numbers only with at least one space between items. The computer will print out result with minimum areas listed. These are the areas which restrict the applicant to the paygrade indicated and no higher. Remember, if the only minimum area for E3 is work experience, this requirement may be waived. The applicant must still, of course, pass the appropriate test.
6. (X) DOT - Navy Cross-Reference.
 - a. The computer allows you to determine the three-digit DOT code that corresponds to the applicant's area of work. Entering <Ø> produces the one-digit occupational categories. From this, you may enter the appropriate category. The computer then displays the associated two-digit occupational divisions. From this, you may enter appropriate division. The computer then displays the associated three-digit occupational groups. From this, you may enter the appropriate group. At any point in the cross-reference program, you may enter any one-, two-, or three-digit code to either bypass the system or re-start it. Once you specify the three-digit group, the computer displays the associated Navy ratings. Starred ratings are those that are part of the LEAP pilot project for which tests are available.

- b. At this point, you may enter any rating desired, including non-LEAP ratings. The computer will display a brief description of any rating entered. A description of educational correspondence is also included. This is an indication of the number of semester hours of credit by course that an individual in a given Navy rate could receive. Thus, the applicant should be familiar with the subjects listed if he expects to qualify for that rate. The computer also offers the option to re-examine the DOT codes by entering a <1>. Simply entering a carriage return advances the program to the next section. This should be done when a rating has been selected.
- 7. (B) Background Information for Rating Qualification - Enter the appropriate information with at least one space between each number. The computer will indicate if the applicant has qualified for the rating indicated. If unqualified, the computer displays what caused the disqualification. Also displayed will be test results of any previous test.
CAUTION: Do not issue a test for a given rating if the applicant has already taken that test. At this point a <*> should be entered to store the data and terminate the program. You will re-enter the program again when you have the applicant's test scores. At that time, following entry of the SSN, the computer will ask where you want to enter the program. Enter a carriage return to enter test results.
- 8. <cr> Test Results - The computer will display the results of any previous test. Then, enter the rating of the test taken. Next, enter the results for E4, E5, E6, with at least one space between each number. The computer will respond with the paygrade at which the applicant has qualified with an indication of the paygrade limitation determined in Step 5.
- 9. (*) This concludes the program, and the computer stores all the data entered and requests further input. At this point, any entry other than a <+> causes the computer to log off. A <+> causes the program to begin at the request for SSN. This is in case you have more than one applicant to process at this time.

The SELECT program is designed to take care of most entry errors. If there seems to be a problem in accepting your entries, it may be due to the terminal not being set to lower case, or garbage on the phone lines. Therefore, be sure the terminal is set to lower case and re-enter the data. If this fails to resolve the problem, attempt the following in order: (1) Enter <select> to re-initiate the program, (2) Enter <"i cms> to re-initialize the system, (3) log off and log on again. If the problem continues, please call Dr. Marc Hamovitch at NPRDC - (714) 225-6911.

SELECT DATA SHEET

1. SSN 123 - 45 - 6789

2. Name JONES, JR

3. Zip Code 92152

4. Demographic Information

a. Sex M

b. Race C

c. Ethnic X

d. Civilian Education 12D

e. Date of Birth Da/Mo/Yr 4 17 156

f. Prior Service

(1) Branch N

(2) Length Yr/Mo/Da 3 11 115

5. Maximum Paygrade E5

a. Months of Work Experience 60

b. Months of Supervisory Work Experience 6

c. Hours of Specific Vocational Training 4000

d. Work/Training (c+(1000×a÷12)) (9000)

6. DOT Code 828

7. Rating Qualification

a. Color Perception 1

b. Hearing 1

c. Speech 1

d. U.S. Citizen 1

e. Eligible for Security Clearance 1

f. Uncorrected Vision 20 / 20

g. Corrected Vision 20 / 20

8. Test Results

a. E4 112

b. E5 25

c. E6 5

9. Final Recommendation ET3

DATA SHEET TABLES

PAYGRADE STANDARDS (STEP 5)
RATING QUALIFICATION (STEP 7)
TEST CRITERIA (STEP 8)

TABLES FOR SELECT DATA SHEET

Paygrade Standards

<u>Pay Grade</u>	(a) <u>Work Exp.</u>	(b) <u>Sup. Work Exp.</u>	(c) <u>Training</u>	(d) <u>Work Exp/Training</u>	<u>Pay</u>
E3	0	0	0	2000	\$ 642.60
E4	12	0	0	2000	\$ 682.20
E5	24	0	0	4000	\$ 731.40
E6	72	12	3000	9000	\$ 833.10
E7	96	18	4000	12000	\$ 968.70

Rating Qualification

<u>Rating</u>	<u>Col. Perc.</u>	<u>Hearing</u>	<u>Speech</u>	<u>US Cit.</u>	<u>Secur.</u>	<u>Uncorr. Vision 20/</u>	<u>Correct Vision 20/</u>
AE	1	2	2	1	1	-	-
AT	1	2	2	1	1	-	-
EM	1	2	2	2	2	-	-
EN	2	2	2	2	2	-	-
ET	1	1	2	1	1	-	-
FTG	1	2	2	1	1	20	20
HT	1	2	2	1	1	-	-
IM	1	2	2	1	1	20	20
MM	2	2	2	2	2	-	-
MR	2	2	2	2	2	100	20
MS	2	2	2	2	2	-	-
SK	2	2	2	2	2	-	-
YN	2	2	2	1	1	-	-

Test Criteria

<u>Rating</u>	<u>E-4</u>	<u>E-5</u>	<u>E-6</u>
AE	80	19	-
AT	56	40	11
EM	47	45	14
EN	61	37	10
ET	81	22	9
FTG	61	26	21
HT	73	20	17
IM	52	25	30
MM	74	24	12
MR	59	36	13
MS	82	16	14
SK	77	16	18
YN	58	20	12

DOT STRUCTURE

(STEP 6)

**SUMMARY LISTING OF OCCUPATIONAL
CATEGORIES, DIVISIONS, AND GROUPS**

OCCUPATIONAL CATEGORIES		PROCESSING OCCUPATIONS
0/1	Professional, technical, and managerial occupations	
2	Clerical and sales occupations	50 Occupations in processing of metal
3	Service occupations	51 Ore refining and foundry occupations
4	Agricultural, fishery, forestry, and related occupations	52 Occupations in processing of food, tobacco, and related products
5	Processing occupations	53 Occupations in processing of paper and related materials
6	Machine trades occupations	54 Occupations in processing of petroleum, coal, natural and manufactured gas, and related products
7	Benchwork occupations	55 Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products
8	Structural work occupations	56 Occupations in processing of wood and wood products
9	Miscellaneous occupations	57 Occupations in processing of stone, clay, glass, and related products
		58 Occupations in processing of leather, textiles, and related products
		59 Processing occupations, n.e.c.

TWO-DIGIT OCCUPATIONAL DIVISIONS

PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS	
00/01	Occupations in architecture, engineering, and surveying
02	Occupations in mathematics and physical sciences
04	Occupations in life sciences
05	Occupations in social sciences
07	Occupations in medicine and health
09	Occupations in education
10	Occupations in museum, library, and archival sciences
11	Occupations in law and jurisprudence
12	Occupations in religion and theology
13	Occupations in writing
14	Occupations in art
15	Occupations in entertainment and recreation
16	Occupations in administrative specializations
18	Managers and officials, n.e.c.
19	Miscellaneous professional, technical, and managerial occupations
20	Stenography, typing, filing, and related occupations
21	Computing and account-recording occupations
22	Production and stock clerks and related occupations
23	Information and message distribution occupations
24	Miscellaneous clerical occupations
25	Sales occupations, services
26	Sales occupations, consumable commodities
27	Sales occupations, commodities, n.e.c.
29	Miscellaneous sales occupations

CLERICAL AND SALES OCCUPATIONS

SERVICE OCCUPATIONS	
30	Domestic service occupations
31	Food and beverage preparation and service occupations
32	Lodging and related service occupations
33	Barbering, cosmetology, and related service occupations
34	Amusement and recreation service occupations
35	Miscellaneous personal service occupations
36	Apparel and furnishings service occupations
37	Protective service occupations
38	Building and related service occupations
40	Plant farming occupations
41	Animal farming occupations
42	Miscellaneous agricultural and related occupations
44	Fishery and related occupations
45	Forestry, trapping, and related occupations
46	Hunting, trapping, and related occupations

AGRICULTURAL, FISHERY, FORESTRY, AND RELATED OCCUPATIONS

STRUCTURAL WORK OCCUPATIONS	
80	Occupations in metal fabricating, n.e.c.
81	Welders, cutters, and related occupations
82	Electrical assembling, installing, and repairing occupations
84	Painting, plastering, waterproofing, cementing, and related occupations
85	Excavating, grading, paving, and related occupations
86	Construction occupations, n.e.c.
89	Structural work occupations, n.e.c.
90	Motor freight occupations
91	Transportation occupations, n.e.c.
92	Packaging and materials handling occupations
93	Occupations in extraction of minerals
95	Occupations in production and distribution of utilities
96	Amusement, recreation, motion picture, radio and television occupations, n.e.c.
97	Occupations in graphic art work

THREE-DIGIT OCCUPATIONAL GROUPS

PROFESSIONAL, TECHNICAL AND MANAGERIAL OCCUPATIONS

000	Occupations in architecture, engineering, and surveying	11 Occupations in law and jurisprudence	205 Interviewing clerks
001	Architectural occupations	110 Lawyers	206 File clerks
002	Aeronautical engineering occupations	111 Judges	207 Duplication-machine operators and tenders
003	Electrical/electronics engineering occupations	119 Occupations in law and jurisprudence, n.e.c.	208 Mailing and miscellaneous office machine operators
005	Civil engineering occupations	12 Occupations in religion and theology	209 Stenography, typing, filing, and related occupations, n.e.c.
006	Ceramic engineering occupations	120 Clergy	210 Computing and account-recording occupations
007	Mechanical engineering occupations	129 Occupations in religion and theology, n.e.c.	211 Bookkeepers and bookkeeping-machine operators
008	Chemical engineering occupations	13 Occupations in writing	211 Cashiers and tellers
010	Mining and petroleum engineering occupations	131 Writers	213 Electronic and electromechanical data processors
011	Metallurgy and metallurgical engineering occupations	132 Editors; publication, broadcast, and script	214 Billing and rate clerks
012	Industrial engineering occupations	137 Interpreters and translators	215 Payroll, timekeeping, and duty-roster clerks
013	Agricultural engineering occupations	139 Occupations in writing, n.e.c.	216 Accounting and statistical clerks
014	Marine engineering occupations	14 Occupations in art	217 Account-recording-machine operators, n.e.c.
015	Nuclear engineering occupations	141 Commercial artists; designers and illustrators, graphic arts	219 Computing and account-recording occupations, n.e.c.
017	Drafters, n.e.c.	142 Environmental product, and related designers	22 Production and stock clerks and related occupations
018	Surveying/cartographic occupations	143 Occupations in photography	221 Production clerks
019	Occupations in architecture, engineering, and surveying, n.e.c.	144 Fine artists; painters, sculptors, and related occupations	222 Shipping, receiving, stock, and related clerical occupations
02	Occupations in mathematics and physical sciences	149 Occupations in art, n.e.c.	223 Production and stock clerks and related occupations, n.e.c.
020	Occupations in mathematics	15 Occupations in entertainment and recreation	224 Hand delivery and distribution occupations
021	Occupations in astronomy	150 Occupations in dramatics	225 Information and reception clerks
022	Occupations in chemistry	151 Occupations in dancing	226 Accommodation clerks and gate and ticket agents
023	Occupations in physics	152 Occupations in music	227 Information and message distribution occupations, n.e.c.
024	Occupations in geology	153 Occupations in athletics and sports	228 Telephone operators
025	Occupations in meteorology	159 Occupations in entertainment and recreation, n.e.c.	229 Production and stock clerks and related occupations
029	Occupations in mathematics and physical sciences, n.e.c.	16 Occupations in administrative specializations	23 Information and message distribution occupations
04	Occupations in life sciences	160 Accountants and auditors	230 Hand delivery and distribution occupations
040	Occupations in agricultural sciences	161 Budget and management systems analysis occupations	231 Information and reception clerks
041	Occupations in biological sciences	162 Purchasing management occupations	232 Accommodation clerks and gate and ticket agents
043	Occupations in psychology	163 Sales and distribution management occupations	233 Telephone operators
049	Occupations in life sciences, n.e.c.	164 Advertising management occupations	234 Transportation-service clerks, n.e.c.
05	Occupations in social sciences	165 Public relations management occupations	235 Miscellaneous clerical occupations, n.e.c.
050	Occupations in economics	166 Personnel administration occupations	241 Investigators, adjusters, and related occupations
051	Occupations in political science	168 Inspectors and investigators, managerial and public service	243 Government service clerks, n.e.c.
052	Occupations in history	169 Occupations in administrative specializations, n.e.c.	245 Medical service clerks, n.e.c.
054	Occupations in sociology	18 Managers and officials, n.e.c.	247 Advertising-service clerks, n.e.c.
055	Occupations in anthropology	180 Agriculture, forestry, and fishing industry managers and officials	248 Transportation-service clerks, n.e.c.
059	Occupations in social sciences, n.e.c.	181 Mining industry managers and officials	249 Miscellaneous clerical occupations, n.e.c.
07	Occupations in medicine and health	182 Construction industry managers and officials	25 Sales occupations, services, n.e.c.
070	Physicians and surgeons	183 Manufacturing industry managers and officials	251 Sales occupations, real estate and insurance
071	Osteopaths	184 Professional, communication, and utilities industry managers and officials	252 Sales occupations, business and financial services
072	Dentists	185 Wholesale and retail trade managers and officials	253 Sales occupations, utilities
073	Veterinarians	186 Finance, insurance, and real estate managers and officials	254 Sales occupations, printing and advertising
074	Pharmacists	187 Service industry managers and officials	255 Sales occupations, services, n.e.c.
075	Registered nurses	188 Public administration managers and officials	256 Sales occupations, miscellaneous consumable commodities, n.e.c.
076	Therapists	189 Miscellaneous managers and officials, n.e.c.	257 Sales occupations, transportation equipment, parts, and supplies
077	Dietitians	19 Miscellaneous professional, technical, and managerial occupations	258 Sales occupations, industrial and related equipment and supplies
078	Occupations in medical and dental technology	191 Agents and appraisers, n.e.c.	259 Sales occupations, electrical goods, except home appliances
079	Occupations in medicine and health, n.e.c.	193 Radio operators	260 Sales occupations, agricultural, food products
09	Occupations in education	194 Sound, film, and videotape recording, and reproduction occupations	261 Sales occupations, textile products, apparel, and notions
090	Occupations in college and university education	195 Occupations in social and welfare work	262 Sales occupations, chemicals, drugs, and sundries
091	Occupations in secondary school education	196 Airplane pilots and navigators	263 Sales occupations, miscellaneous consumable commodities, n.e.c.
092	Occupations in preschool, primary school, and kindergarten education	197 Ship captains, mates, pilots, and engineers	264 Sales occupations, transportation equipment, parts, and supplies
094	Occupations in education of the handicapped	198 Railroad conductors	265 Sales occupations, industrial and related equipment and supplies
096	Home economists and farm advisers	199 Miscellaneous professional, technical, and managerial occupations, n.e.c.	266 Sales occupations, medical and scientific equipment and supplies
097	Occupations in vocational education, n.e.c.	200 Occupations in education, n.e.c.	267 Sales occupations, sportswear, hobby, stationery, and related goods
099	Occupations in education, n.e.c.	10 Occupations in museum, library, and archival sciences	268 Sales occupations, miscellaneous commodities, n.e.c.
100	Librarians	201 Stenography, typing, filing, and related occupations	269 Sales clerks
101	Archivists	202 Stenographers	270 Vending and door to door selling occupations
102	Museum curators and related occupations	203 Typists and typewriting-machine operators	271 Route sales and delivery occupations
109	Occupations in museum, library, and archival sciences, n.e.c.		272 Solicitors

299	Miscellaneous sales occupations, n.e.c.	514	Pouring and casting occupations
	Police officers and detectives, public service	515	Crushing and grinding occupations
	Police officers and detectives, except in public service	518	Molders, coremakers, and related occupations
	Sheriffs and bailiffs	519	Ore refining and foundry occupations, n.e.c.
30	Domestic service occupations	520	Occupations in processing of food, tobacco, and related products
301	Household and related work	521	Mixing, compounding, blending, kneading, shaping, and related occupations
302	Launderers, private family	522	Separating, crushing, milling, chopping, grinding, and related occupations
303	Cooks, domestic	523	Culoring, melting, fermenting, distilling, saturating, pickling, aging, and related occupations
309	Domestic service occupations, n.e.c.	524	Heating, rendering, melting, drying, cooling, freezing, and related occupations
31	Food and beverage preparation and service occupations	525	Coating, icing, decorating, and related occupations
310	Floors/stewardesses and stewards/stewardesses, food and beverage service, except ship stewardesses	526	Slaughtering, breaking, curing, and related occupations
311	Waiters/waitresses, and related food service occupations	527	Cooking and baking occupations, n.e.c.
312	Bartenders	528	Occupations in processing of food, tobacco, and related products, n.e.c.
313	Chefs and cooks, hotels and restaurants	529	Occupations in processing of paper and related materials
315	Miscellaneous cooks, except domestic	530	Grinding, baling, and mixing occupations
316	Meatcutters, except in slaughtering and packing houses	531	Cooking and drying occupations
316	Gardening and groundskeeping occupations	532	Cooling, bleaching, screening, washing, and related occupations
317	Miscellaneous food and beverage preparation occupations	533	Calendering, sizing, coating, and related occupations
318	Kitchen workers, n.e.c.	534	Forming occupations, n.e.c.
319	Food and beverage preparation and service occupations, n.e.c.	535	Occupations in processing of paper and related materials, n.e.c.
32	Lodging and related service occupations	536	Occupations in processing of petroleum, coal, natural and manufactured gas, and related products
320	Boarding-house and lodging-house keepers	540	Mixing and blending occupations
321	Housekeepers, hotels and institutions	541	Filtering, straining, and separating occupations
323	Housecleaners, hotels, restaurants, and related establishments	542	Distilling, subliming, and carbonizing occupations
324	Bellhops and related occupations	543	Drying, heating, and melting occupations
329	Lodging and related service occupations, n.e.c.	544	Grinding and crushing occupations
33	Barbering, cosmetology, and related service occupations	546	Reacting occupations, n.e.c.
330	Barbers	549	Occupations in processing of petroleum, coal, natural and manufactured gas, and related products, n.e.c.
331	Manicurists	55	Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products
332	Hairdressers and cosmetologists	550	Mixing and blending occupations
333	Make-up occupations	551	Filtering, straining, and separating occupations
334	Masseurs and related occupations	552	Distilling, subliming, and heat-treating occupations
335	Bath attendants	553	Heating, baking, drying, seasoning, melting, and heat-treating occupations
338	Embalmers and related occupations	554	Coating, calendering, laminating, and finishing occupations
339	Barbering, cosmetology, and related service occupations, n.e.c.	555	Grinding and crushing occupations
34	Amusement and recreation service occupations	556	Casting and molding occupations, n.e.c.
340	Attendants, bowling alley and billiard parlor	557	Extending occupations
341	Attendants, golf course, tennis court, skating rink, and related facilities	558	Reacting occupations, n.e.c.
342	Amusement device and concession attendants	559	Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products, n.e.c.
343	Gambling hall attendants	560	Occupations in processing of wood and wood products, n.e.c.
344	Ushers	561	Mixing and related occupations
346	Wardrobe and dressing-room attendants	562	Saturating, coating, and related occupations, n.e.c.
349	Amusement and recreation service occupations, n.e.c.	563	Drying, seasoning, and related occupations
35	Miscellaneous personal service occupations	564	Grinding and chopping occupations
350	Ship stewards/stewardesses and related occupations	565	Occupations in processing of wood and wood products, n.e.c.
351	Train attendants	566	Mixing and related occupations
352	Hostesses and stewardesses, n.e.c.	567	Saturating, coating, and mixing occupations
353	Guides	568	Separating occupations
354	Unlicensed birth attendants and practical nurses	569	Melting occupations
355	Attendants, hospitals, morgues, and related health services	570	Occupations in processing of stone, clay, glass, and related products
357	Baggage handlers	571	Crushing, grinding, and mixing occupations
358	Checkroom, locker room, and restroom attendants	572	Impregnating, coating, and glazing occupations
359	Miscellaneous personal service occupations, n.e.c.	573	Baking, drying, and heat-treating occupations
36	Apparel and furnishings service occupations	574	Forming occupations
361	Laundering occupations	575	Occupations in processing of stone, clay, glass, and related products, n.e.c.
362	Dry cleaning occupations	576	Rusting occupations
363	Pressing occupations		
364	Dyeing and related occupations		
365	Shoe and luggage repairer and related occupations		
366	Boatblacks and related occupations		
369	Apparel and furnishings service occupations, n.e.c.		
37	Protective service occupations		
371	Crossing tenders and bridge operators		
372	Security guards and correction officers, except crossing tenders		
373	Fire fighters, fire department		

58	Occupations in processing of leather, textiles, and related products	659	Printing occupations, n.e.c.	719	Occupations in fabrication and repair of scientific and medical apparatus, photographic and optical goods, horological, and related products, n.e.c.
580	Shaping, blocking, stretching, and tentering occupations	660	Wood machining occupations	720	Occupations in assembly and repair of electrical equipment
581	Separating, filtering, and drying occupations	661	Cabinetmakers	720	Occupations in assembly and repair of radio and television receiving sets and phonographs
582	Washing, steaming, and saturating occupations	662	Patternmakers	720	Occupations in assembly and repair of musical, general, and related products
583	Ironing, pressing, glazing, staking, calendering, and embossing occupations	663	Sanding occupations	720	Occupations in assembly and repair of electronic components
584	Mercerizing, coating, and laminating occupations	664	Shearing and shaving occupations	721	Occupations in assembly and repair of electrical appliances and fixtures
585	Singeing, cutting, shearing, shaving, and napping occupations	665	Turning occupations	724	Occupations in winding and assembling coils, magnets, armatures, and related products
586	Felting and fulling occupations	666	Milling and planing occupations	725	Occupations in assembly of light bulbs and electronic tubes
587	Brushing and shrinking occupations	667	Boring occupations	726	Occupations in assembly and repair of electronic components and accessories, n.e.c.
589	Occupations in processing of leather, textiles, and related products, n.e.c.	668	Sawing occupations	727	Occupations in assembly of storage batteries
59	Processing occupations, n.e.c.	669	Wood machining occupations, n.e.c.	728	Occupations in fabrication of electrical wire and cable
590	Occupations in processing products from assorted materials	670	Occupations in machining stone, clay, glass, and related materials	729	Occupations in assembly and repair of electrical equipment, n.e.c.
599	Miscellaneous processing occupations, n.e.c.	671	Stonecutters and related occupations	730	Occupations in fabrication and repair of products made from assorted materials
60	Metal machining occupations	672	Abrading occupations	730	Occupations in fabrication and repair of musical instruments and parts
600	Machinists and related occupations	673	Turning occupations	731	Occupations in fabrication and repair of games and toys
601	Trompeurs and related occupations	674	Planing and shaping occupations, n.e.c.	732	Occupations in fabrication and repair of sporting goods
602	Gear machining occupations	675	Boring and punching occupations	733	Occupations in fabrication and repair of pens, pencils, and office and artist's materials, n.e.c.
603	Abrading occupations	676	Chipping, cutting, sawing, and related occupations	734	Occupations in fabrication and repair of notions
604	Turning occupations	677	Occupations in machining stone, clay, glass, and related materials, n.e.c.	735	Occupations in fabrication and repair of jewelry, n.e.c.
605	Milling, shaping, and planing occupations	678	Abreeding occupations	736	Occupations in fabrication and repair of ordnance and accessories
606	Boring occupations	679	Wravers and related occupations	737	Occupations in fabrication of ammunition, fireworks, explosives, and related products
607	Sewing occupations	680	Textile occupations	738	Occupations in fabrication and repair of products made from assorted materials, n.e.c.
609	Metal machining occupations, n.e.c.	681	Carding, combing, drawing, and related occupations	739	Painting, decorating, and related occupations
61	Metalworking occupations, n.e.c.	682	Twisting, beaming, warping, and related occupations	740	Painters, brush
610	Hammer forging occupations	683	Spinning occupations	741	Stainers, waxing, and related occupations
611	Press forging occupations	684	Hosiery knitting occupations	742	Painting, decorating, and related occupations
612	Forging occupations, n.e.c.	685	Knitting occupations, except hosiery	743	Occupations in fabrication and repair of plastics, synthetics, rubber, and related products
613	Sheet and bar rolling occupations	686	Punching, cutting, forming, and related occupations	744	Occupations in fabrication and repair of rubber and plastic footwears
614	Extruding and drawing occupations	687	Tufting occupations	745	Occupations in fabrication and repair of miscellaneous plastics products
615	Punching and shearing occupations	688	Textile occupations, n.e.c.	746	Occupations in fabrication and repair of plastics, synthetics, rubber, and related products, n.e.c.
616	Fabricating machine occupations	689	Machine trades occupations, n.e.c.	747	Occupations in fabrication and repair of plastics, synthetics, rubber, and related products
617	Forming occupations, n.e.c.	690	Plastics, synthetics, rubber, and leather working occupations	750	Occupations in fabrication and repair of tires, tubes, tire treads, and related products
619	Miscellaneous metalworking occupations, n.e.c.	691	Occupations in fabrication of insulated wire and cable	751	Laying out and cutting occupations, n.e.c.
620	Mechanics and machinery repairers	692	Occupations in fabrication of products from assorted materials	752	Fitting, shaping, cementing, finishing, and related occupations, n.e.c.
621	Motorized vehicle and engineering equipment mechanics and repairers	693	Modelmakers, patternmakers, and related occupations	753	Occupations in fabrication and repair of rubber and plastic footwears
622	Aircraft mechanics and repairers	694	Occupations in fabrication of ordnance, ammunition, and related products, n.e.c.	754	Occupations in fabrication and repair of miscellaneous plastics products
623	Rail equipment mechanics and repairers	695	Miscellaneous machine trades occupations, n.e.c.	759	Occupations in fabrication and repair of plastics, synthetics, rubber, and related products, n.e.c.
624	Marine mechanics and repairers	700	Occupations in fabrication, assembly, and repair of metal products, n.e.c.	760	Occupations in fabrication and repair of wood products
624	Farm mechanics and repairers	701	Occupations in fabrication, assembly, and repair of jewelry, silverware, and related products	761	Bench carpenters and related occupations
625	Engine, power transmission, and related mechanics	702	Occupations in fabrication, assembly, and repair of tools, and related products	762	Occupations in laying out, cutting, carving, shaping, and sanding wood products, n.e.c.
626	Metalworking machinery mechanics	703	Occupations in assembly and repair of sheetmetal products, n.e.c.	763	Occupations in assembling wood products, n.e.c.
627	Printing and publishing mechanics and repairers	704	Engravers, etchers, and related occupations	764	Cooperative occupations
628	Textile machinery and equipment mechanics and repairers	705	Filing, grinding, buffing, cleaning, and polishing occupations	769	Occupations in laying out, cutting, carving, shaping, and sanding glass products
629	Special industry machinery mechanics	706	Metal unit assemblers and adjusters, n.e.c.	770	Occupations in fabrication and repair of furniture, n.e.c.
630	General industry mechanics and repairers	707	Miscellaneous occupations in fabrication, assembly, and repair of metal products, n.e.c.	771	Occupations in fabrication and repair of stone, clay, and glass products
631	Powerplant mechanics and repairers	708	Occupations in fabrication and repair of scientific, medical, photographic, optical, horological, and related products	772	Occupations in coloring, pressing, shaping, and related occupations, n.e.c.
632	Ordnance and accessories mechanics and repairers	709	Occupations in fabrication and repair of instruments for measuring, controlling, and indicating physical characteristics	773	Occupations in coloring and decorating brick, tile, and related products
633	Business and commercial machine repairers	710	Occupations in fabrication and repair of optical instruments		
637	Utilities service mechanics and repairers	711	Occupations in fabrication and repair of surgical, medical, and dental instruments and supplies		
638	Miscellaneous occupations in machine installation and repair	712	Occupations in fabrication and repair of ophthalmic goods		
639	Mechanics and machinery repairers, n.e.c.	713	Occupations in fabrication and repair of photographic equipment and supplies		
64	Paperworking occupations	714	Occupations in fabrication and repair of watches, clocks, and parts		
640	Paper cutting, winding, and gluing occupations	715	Occupations in fabrication and repair of engineering and scientific instruments and equipment, n.e.c.		
641	Folding, creasing, scoring, and gluing occupations	716	Occupations in coloring and decorating brick, tile, and related products		
649	Paperworking occupations, n.e.c.	717	Typecasters and related occupations		
65	Printing occupations	718	Bookbinding-machine operators and related occupations		
651	Typesetters and compositors	719	Typecasters and related occupations		
652	Printing machine occupations	720	Bookbinding-machine operators and related occupations		
653	Bookbinding-machine operators and related occupations	721	Bookbinding-machine operators and related occupations		
654	Typecasters and related occupations	722	Bookbinding-machine operators and related occupations		

7774	Occupations in fabrication and repair of pottery and porcelain ware	829	Occupations in installation and repair of electrical products, n.e.c.	953	Occupations in production and distribution of gas
7775	Grinding, filing, polishing, frosting, etching, cleaning, and related occupations, n.e.c.	84	Painting, plastering, waterproofing, cementing, and related occupations	954	Occupations in filtration, purification, and distribution of water
7776	Occupations in fabrication and repair of asbestos and related products, abrasives, and related materials	840	Construction and maintenance painters and related occupations	955	Occupations in disposal of refuse and sewage
7777	Modemakers, patternmakers, moldmakers, and related occupations	841	Plasterers and related occupations	956	Occupations in distribution of steam
7779	Occupations in fabrication and repair of sand, stone, clay, and glass products, n.e.c.	842	Waterproofing and related occupations	959	Occupations in production and distribution of utilities, n.e.c.
78	Occupations in fabrication and repair of textile, leather, and related products	843	Cement and concrete finishing and related occupations	96	Amenities, recreation, motion picture, radio and television occupations, n.e.c.
7800	Occupations in upholstering and in fabrication and repair of stuffed furniture, mattresses, and related products	844	Transportation equipment painters and related occupations	960	Motion picture projectionists
781	Laying out, marking, cutting, and punching occupations, n.e.c.	845	Painting, plastering, waterproofing, cementing, and related occupations, n.e.c.	961	Models, stand-ins, and extras, n.e.c.
782	Hand sewers, menders, embroiders, knitters, and related occupations, n.e.c.	846	Excavating, grading, paving, and related occupations	962	Occupations in motion picture, television, and theatrical productions, n.e.c.
783	Fur and leather working occupations	847	Draining and related occupations	969	Miscellaneous amusement and recreation occupations, n.e.c.
784	Occupations in fabrication and repair of hats, caps, gloves, and related products	848	Paving occupations, asphalt and concrete	97	Occupations in graphic art work
785	Tailors and dressmakers	849	Excavating, grading, paving, and related occupations, n.e.c.	970	Art work occupations, brush, spray, or pen
786	Sewing machine operators, garment	850	Construction occupations, n.e.c.	971	Photengraving occupations
787	Sewing machine operators, nongarment	851	Carpenters and related occupations	972	Lithographers and related occupations
788	Occupations in fabrication and repair of footwear	852	Brick and stone masons and tile setters	973	Hand compositors, typesetters, and related occupations
789	Occupations in preparation of food, tobacco, and related products, n.e.c.	853	Plumbers, gas fitters, steam fitters, and related occupations	974	Electrotypers, stereotypers, and related occupations
790	Occupations in fabrication of paper products, n.e.c.	854	Floor laying and finishing occupations	976	Darkroom occupations, n.e.c.
791	Bench work occupations, n.e.c.	855	Glaizers and related occupations	977	Bookbinders and related occupations
792	Occupations in preparation of food, tobacco, and related products, n.e.c.	856	Roofers' and related occupations	979	Occupations in graphic art work, n.e.c.
793	Gluing occupations, n.e.c.	857	Miscellaneous construction occupations, n.e.c.		
794	Occupations in metal fabricating, n.e.c.	89	Structural work occupations, n.e.c.		
795	Miscellaneous structural work occupations, n.e.c.	891	Occupations in structural maintenance, n.e.c.		
80	STRUCTURAL WORK OCCUPATIONS	899	Miscellaneous structural work occupations, n.e.c.		
81	Occupations in metal fabricating, n.e.c.	90	MISCELLANEOUS OCCUPATIONS		
82	Riveters, n.e.c.	90	Motor freight occupations		
83	Fitting, bolting, screwing, and related occupations	900	Concrete-mixing-truck drivers		
84	Tinsmiths, coppersmiths, and sheet metal workers	902	Dump-truck drivers		
85	Boilermakers	903	Truck drivers, inflammables		
86	Transportation equipment assemblers and related occupations	904	Trailer-truck drivers		
87	Body workers, transportation equipment	905	Truck drivers, heavy		
88	Miscellaneous occupations in metal fabricating, n.e.c.	906	Truck drivers, light		
89	Welders, cutters, and related occupations	909	Motor freight occupations, n.e.c.		
90	Arc welders and cutters	91	Transportation occupations, n.e.c.		
91	Gas welders	910	Railroad transportation occupations		
92	Resistance welders	911	Air transportation occupations		
93	Brazing, braze-welding, and soldering occupations	912	Passenger transportation occupations, n.e.c.		
94	Solid state welders	914	Pumping and pipeline transportation occupations		
95	Electron-beam; electroslag; thermit; induction; and laser-beam welders	915	Attendants and servicers, parking lots and automotive service facilities		
96	Thermal cutters and arc cutters	919	Miscellaneous transportation occupations, n.e.c.		
97	Welders, cutters, and related occupations, n.e.c.	92	Packaging and materials handling occupations		
98	Arc welders and cutters	920	Packaging occupations		
99	Gas welders	921	Hoisting and conveying occupations		
100	Resistance welders	922	Occupations in moving and storing materials and products, n.e.c.		
101	Brazing, braze-welding, and soldering occupations	929	Packaging and materials handling occupations, n.e.c.		
102	Solid state welders	93	Occupations in extraction of minerals		
103	Electron-beam; electroslag; thermit; induction; and laser-beam welders	930	Earth boring, drilling, cutting, and related occupations		
104	Thermal cutters and arc cutters	931	Hauling occupations		
105	Welders, cutters, and related occupations, n.e.c.	932	Louding and conveying operations		
106	Welders, cutters, and related occupations, n.e.c.	933	Crushing occupations		
107	Welders, cutters, and related occupations, n.e.c.	934	Screening and related occupations		
108	Welders, cutters, and related occupations, n.e.c.	935	Occupations in extraction of minerals, n.e.c.		
109	Welders, cutters, and related occupations, n.e.c.	95	Occupations in production, end distribution of utilities		
110	Welders, cutters, and related occupations, n.e.c.	950	Stationary engineers		
111	Welders, cutters, and related occupations, n.e.c.	951	Fiers and related occupations		
112	Welders, cutters, and related occupations, n.e.c.	952	Occupations in generation, transmission, and distribution of electric light and power		

DOT - NAVY RATING
CROSS REFERENCE

(STEP 6)

001 DM EA	245 DT HM PN SH
002 AM	248 AC AK
003 ST OT AE* AQ AS AT* AX CE CTR DS EM* ET* EW FT* GM GS IC TD TM	249 AC AK CTA IK DT HM IS MS* PC PN SH SK* YN*
005 DM EA	259 SH
011 AM HT*	260 SH
012 DP PN	261 SH
014 DM EA	262 SH
017 DM EA	269 SH
018 DM EA IS	270 SH
019 ST EM* PH OM AM AQ AS AT* AX CTR DM DP DS EA ET* EW FT* HT* IS PN TD	271 SH
020 AG DP DS	272 SH
021 AG QM	273 SH
022 PN HM PN	274 SH
025 AG OT QM	275 SH
029 AB AD AG BT DP DS EA HM IS OT QM	276 DT HM SH
041 HM	277 SH
045 NC PN	279 AK SK* SH
049 DT HM NC PN	290 AK SK* SH
059 IS	291 SH
074 HM	292 SH
075 DM HM	293 SH
076 HM	294 SH
078 DT HM	295 SH
079 DT HM	296 SH
097 TD	297 SH
099 TD	298 AK SK* SH
119 LN YN*	299 IK PC SK* HM MS* SH
120 RP	301 MS* SH
129 RP	302 SH
130 JO PH	305 MS*
131 JO PH	309 MS* SH
132 JO	310 MS*
137 CTI	311 MS*
139 CTI JO PH	312 MS*
141 DM	313 MS*
143 IC JO PH	315 HM MS*
149 HM PH TD	316 MS*
152 MU	317 MS*
159 JO MU	318 MS*
160 BU SH AK DK SK*	319 MS*
166 NC PN	320 MS* SH
168 BT BU CE CM EA EN* HM HT* SW UT	321 SH SK*
169 LN RP AK AZ CTA DK NC PN SK* YN*	329 SH SK*
182 CM HT* BU CE EA EO SW UT	330 SH
183 HT* ML PM	332 SH
184 CTA CTO CTR CTT IC UT BM JO QM RM SK* SM YN*	338 HM
185 AK MS* SH SK*	339 HM SH
187 MS* SH	354 HM
189 BM BU EA JO MS* QM RM SH SK* SM YN*	355 HM
193 AC AW CTO CTR CTT EW OS DT RM ST	359 DT HM
194 JO PH TD	361 SH
195 HM NC PN	362 SH
197 BM BT EN* QM	363 SH
199 HT* AC AM BM BT EN* EW HM OS OT PH QM RM ST TD	369 SH
201 LN CTA PN YN*	372 MA
202 LN CTA PN YN*	373 AB BT HT* MM* UT
203 LN CTA CTO CTR CTT DP PN RM SK* YN*	375 MA
205 CTA NC PN	376 MA
206 AK DP PN SK* YN*	377 MA
207 CTA DP PN YN*	378 ALL
208 PN CTA CTO LN LN PC YN*	379 AB BT HT* MA MM* UT
209 AK AZ DK DP LN PC PN RM SH SK* YN*	389 NONE
210 AK AZ DK DP PC SH SK*	502 HT* ML MR* PM
211 AK DK PC SH SK*	503 NONE
213 AG CTO CTT DP IS OS OT YN*	504 AM HT* SW
214 AK DK PC SK* YN*	505 AM HT* ML
215 IK SH SK* YN*	509 AM HT* ML MR* PM SW
216 AK AZ DK DP SH SK* YN*	511 AM ML
217 AK AZ DK PC SK* YN*	512 ML
219 AG AK AZ DK DP OS PC SH SK* YN*	514 ML
221 AK AZ DK PC SH SK*	515 EO
222 AK AO GM PC SH SK*	518 ML PM
223 AK SK*	519 AM EO ML PM
229 AK AZ IK PC SH SK*	520 MS*
230 PC	521 MS*
231 PC	522 MS*
232 PC	523 MS*
233 PC	524 MS*
234 PC	525 CTI MS*
235 IC OS	526 MS*
236 CTT CTO CTR RM	529 MS*
237 LN CTA AZ PN YN*	540 BT MM* UT
238 PN SK* YN*	541 BT MM* UT
239 CTO CTR CTT DT HM IC OS PC PN RM SK* YN*	542 BT MM* UT
241 AK DK DT HM SH SK*	543 BT MM* UT
243 PC	544 EO OM
	546 BT MM* UT
	549 EO MM* UT
	550 BU UT
	551 BU UT
	552 AM MM* PR
	553 BU TD UT
	554 BU UT
	555 EO

556 ML	703 BU	HT*	PM	SW	.	828 AS	AE*	AQ	AT*	AX	CE	CTM												
559 AM	BU	EO	ML	MM*	PM	PR	704 MR*		DS	EM*	ET*	EW	FT*	GM	GMT									
UT							705 MM*	MR*	GS	IC	MN	OT	RM	ST	TD									
560 BU	HT*	PM					706 IM*		TM															
561 BU	HT*	PM					709 BU	HT*	IM*	MM*	MR*	OM	PM	829 AS	AE*	AQ	AT*	AX	CE	CTM				
562 BU	HT*	PM					SW		DS	EM*	ET*	EW	FT*	GM	GMT									
563 BU	HT*	PM					710 ET*	IC	IM*	MN	OM			GS	IC	MN	OT	RM	ST	TD				
564 BU	HT*	PM					711 IM*	OM	TM					840 BU										
569 BU	HT*	PM					712 DT	HM	IM*					841 BU										
570 BU	EO	HT*					713 DT	HM	IM*					842 BU										
571 BU	HT*						714 OM	EM*	IM*	PH	TD			843 BU										
572 BU	HT*						715 IM*	OM						844 BM	RU	QM	SM							
573 BU	HT*						716 IM*	OM						845 AB	AM	BM								
574 BU	HT*						719 DT	EM*	ET*	IC	IM*	OM	PH	849 ABM	AM	BM	BU	PR						
575 BU	HT*						TD							850 BU	EO	UT								
579 BU	EO	HT*					720 ET*	IC	OT	RM	ST	TD		851 BU	UT									
600 AD	AM	EM*	IM*	MM*	MR*	PM	721 AS	EM*	IC					853 BU	EO									
601 BT	BU	HM	IM*	ML	MM*	MR*	722 ST	AQ	AT*	AX	CTM	DS	ET*	859 BU	EO									
PM	SW						FT*	TD						860 BM	RU	EO	HT*	PM						
602 CTA	EN*	MM*	MR*				723 CE	EM*	IC					861 BU										
603 BU	MR*						724 CE	EM*	IC					862 BU	HT*	UT								
604 MR*							725 CE	EM*	IC					863 BU										
605 BU	MR*	PM					726 ST	AQ	AT*	AX	ET*	FT*	OS	864 BU										
606 BU	MM*	MR*					RM	TD						866 BU										
607 BU							728 CE							869 AM	BM	BU	EA	EO	EQ	HT*				
609 AD	AM	BU	EM*	EN*	ML	MM*	MR*	PM	729 AQ	AT*	AX	CTM	DS	EM*	ET*	FT*	IC	IM*	OT	RM	ST	TD	PM	UT
610 ML	MR*						734 SH							891 BU	HT*	UT								
611 ML	MR*	SW					735 IM*							899 BM	BU	EO	HT*	SW	UT					
612 ML	MR*	SW					736 AO	GM	GMT	MN	TM			900 EO										
613 HT*	ML	MR*	SW				737 AO	GM	GMT	MN	TM			902 EO										
614 ML	SW						739 AM	AC	AO	BM	GMT	IM*	MN	903 EO										
615 AM	HT*	SW					PR	SH	TM					904 EO										
616 AM	EA	HT*	ML	MR*	SW		740 BU							905 EO										
617 ML							741 BU							906 AS	EO									
619 AM	BU	HT*	JO	ML	MR*	RM	742 BU							909 AS	EO									
SW							749 BU							910 EO										
620 AD	AS	CM	CM	EN*	EQ	GS	750 CM							911 SM	BM	QM								
MM*	SH	SK*					752 AS	BU						912 SK*	AK	AB	AS	BM	PR					
621 AD	AE*	AM	AS	EN*	FT*	GM	754 BU							914 AB	UT									
MM*	TM						759 AS	BU						915 CM										
622 EN*	MM*						760 BU	PM						919 EO	AB	AS	BM	PR						
623 BT	EN*	GS	MM*				761 BU	PM						920 AK	SK*									
624 EN*	MM*						762 BU	PM						921 AB	BM	EO	SK*							
625 AD	AS	CM	EN*	GS	MM*		763 BU	PM						922 AK	EO	SK*								
626 MM*	MR*						764 BU	PM						929 AB	AK	BM	EO	SH	SK*					
627 LI	MM*						768							930 EO										
628 MM*							769 BU	PM						931 MN										
629 AD	AE*	AM	AQ	AS	BT	CM	770 BU							932 BM										
EN*	FT*	LI	MM*	MN	TM		771 BU							933 EO										
630 BT	MM*	UT					772 BU							934 EO										
631 BT	CE	EM*	EN*	GS	GS	MM*	773 BU							939 EO	MM									
632 ST	AC	AO	AQ	AT*	AW	AX	774 BU							950 BT	EN*	MM*	UT							
CTM	CTR	CTT	ET*	EW	FT*	GM	775 BU							951 AB	BT	HT*	UT							
GMT	MN	RM	TM				776 BU							952 AS	BT	CE	CM	EM*	EN*	EO				
633 DP	DS	IM*	IS	PH			777 ML							ET*	GS	IC	MM*	SW	UT					
637 AM	EN*	HT*	MM*	UT			779 BU	ML	PM					953 UT										
638 AB	BT	EN*	UT				780 PR							954 BT	EN*	MM*	UT							
639 AB	AM	GM	AD	AO	AQ	AS	782 PR	SH						955 UT										
AT*	AX	BT	CE	CM	CTM	DP	783 SH							956 BT	UT									
DS	EM*	EN*	ET*	FT*	GMT	GS	784 SH							959 AS	BT	CE	CM	EM*	EN*	EO				
IS	MM*	MN	OM	PR	QM	ST	785 PR	SH						ET*	HM	IC	MM*	SW	UT					
TM	UT						786 PR	SH						960 EM*	IC	JO	PH	TD						
650 LI							787 PR	SH						962 JO	PH									
651 LI							788 PR	SH						969 JO	PH	TD								
652 LI	YN*						789 EM	PR	SH					970 PH										
653 LI							790 MS*							971 LI	PH									
654 LI	YN*						799 MS*							972 LI	PH									
659 CTO	DP	LI	RM	YN*			800 AM	HT*	SW					973 LI										
660 RU							801 HT*	SW						974 LI										
661 BU							804 AM	HT*	SW					976 LI	PH									
662 BU							805 BT	MM*	UT					977 LI										
663 BU							806 AM	HT*	ML	SW				979 LI	PH									
664 BU	MR*						807 AM	CM																
665 BU	MR*	PM					809 AM	BT	BU	CM	HT*	ML	MM*											
666 BU							810 AM	HT*	ML	SW														
667 BU							811 AM	HT*	ML	SW														
669 BU	MR*	PM					812 AM	HT*	ML	SW														
670 RU							813 AM	HT*	ML	SW														
673 BU							814 AM	HT*	ML	SW														
674 BU							815 AM	HT*	ML	SW														
675 BU	OM						816 AM	HT*	ML	SW														
676 BU							819 AM	HT*	ML	SW	UT													
677 BU							820 AD	BT	CE	EN*	GS	MM*	MR*											
679 BU	OM						821 CE	EM*	IC															
689 BU	PR	SH					822 AQ	AT*	CE	CTM	EM*	ET*	FT*											
690 BU	DK	UT					IC	OT	RM															
691 ML	MR*						823 AG	AT*	AX	CTM	ET*	IC	OT											
692 ML	ML	MR*					824 AE*	CE	EM*	IC														
693 ML	PM						825 AS	AE*	CE	CM	EM*	IC												
694 AO	GM	GMT	MN	TM			826 CE																	
699 GM	AK	BU	HT*	ML	MN	MR*	PM	SH	SK*	TM	UT													
700 IM*	MR*						827 CE	EM*																
701 IM*	MR*																							

RATING
DESCRIPTIONS

(STEP 6)

AD AVIATION MACHINIST'S MATE E4-9
MAINTAIN AIRCRAFT ENGINES AND RELATED SYSTEMS INCLUDING, INDUCTION, COOLING, FUEL, OIL, COMPRESSION, COMBUSTION, TURBINE, GAS TURBINE COMPRESSOR, EXHAUSE, AND PROPELLER SYSTEMS; CONDUCT PERIODIC INSPECTIONS ON ENGINES; FIELD TEST AND ADJUST ENGINE COMPONENTS INCLUDING FUEL DONTROLS, PUMPS, VALVES, AND REGULATORS; REMOVE REPAIR, AND REPLACE COMPRESSOR AND TURBINE BLADES, AND COMBUSTION CHAMBER LINERS, PRESERVE AND DEPRESERVE ENGINES, ENGINE ACCESSORIES, AND COMPONENTS; SUPERVISE WORK.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): AIRCRAFT ENGINE MAINTENANCE AND REPAIR (12,15,15,15); AVIATION MAINTENANCE TECHNOLOGY (3,6,6,6); PERSONNEL SUPERVISION (0,2,3,3); MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MANAGEMENT (0,0,0,3)

AE * AVIATION ELECTRICIAN'S MATE E4-8
TEST, INSTALL, MAINTAIN AIRCRAFT INSTRUMENTS AND ELECTRICAL EQUIPMENT, INCLUDING GENERATORS, MOTORS, LIGHTING SYSTEMS. READ ELECTRICAL SYSTEM DIAGRAMS. MAINTAIN AIRCRAFT COMPASSES. PERFORM ELECTRICAL TROUBLESHOOTING OPERATIONS. USE A VARITEY OF ELECTRICAL MEASURING EQUIPMENT. PERFRM MICRO-MINI MODULE REPAIR. MAINTAIN AUTOMATIC FLIGHT CONTROL SYSTEMS. MAINTAIN INERTIAL NAVIGATION SYSTEMS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BEGINNING ELECTRICITY/ELECTRONICS (3,3,3,3); AIRCRAFT ELECTRICAL MAINTENANCE (12,12,12,12); INTRO TO AC/DC THEORY (0,2,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3) SHOP MANAGEMENT (0,0,0,3); OR ADVANCED STANDING IN APPRENTICESHIP TRAINING FOR ANY ELECTRICAL TRADE.

AF AIRCRAFT MAINTENANCEMAN E9
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
AD AVIATION MACHINIST'S MATE
AM AVIATION STRUCTURAL MECHANIC (SAFETY HYDRAULICS STRUCTURES)

AG AEROGRAPHER'S MATE E4-9
OBSERVE, COLLECT, RECORD, AND ANALYZE METEOROLOGICAL AND OCEANOGRAPHIC DATA; MAKE VISUAL AND INSTRUMENTAL OBSERVATIONS; OPERATE METEOROLOGICAL SATELLITE RECEIVERS AND INTERPRET AND APPLY SATELLITE DATA; INTERP CODES AND ENTER DATA ON CHARTS; OPERATE ANCILLARY COMPUTER EQUIPMENT; PERFORM PREVENTIVE MAINTENANCE ON METEROLOGICAL AND OCEANOGRAPHIC EQUIPMENT; PREPARE WEATHER WARNINGS AND SEA CONDITION; PREPARE AND PRESENT BRIEFING ON ENVIRONMENTAL CONDITIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): METEOROLOGY (2,3,3,3); METEOROLOGY LABORATORY (2,2,3,3); ATMOSPHERIC ENVIRONMENT (0,3,3,3); OCEANOGRAPHY (0,1,1,2); CLIMATOLOGY (0,0,2,3); PERSONNEL SUPERVISION (0,0,0,1)

AK * AVIATION STOREKEEPER E4-9
RECEIVE, IDENTIFY, STORE AND ISSUE AVIATION SUPPLIES, SPARE PARTS, AND STOCKS OF TECHNICAL AVIATION ITEMS; CONFIRM SHIPMENTS AND REPORT EXCESSES, SHORTAGES, OR DAMAGES; CLASSIFY AND STOW MATERIALS; PACK, TAG, AND INSPECT EQUIPMENT AND PARTS; CONDUCT INVENTORIES; PREPARE AND MAINTAIN RECORDS OF STOCK CONTROL AND ISSUANCE OF EQUIPMENT; PROCESS ALLOWANCE CHANGES, VALIDATE REQUIREMENTS AND MONITOR SUPPLY REQUESTS; MAINTAIN CONTROL OF STATUS AND LOCATION OF COMPONENTS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): OFFICE MACHINES (2,2,2,2); OFFICE PROCEDURES (1,1,1,1); RECORD KEEPING (0,2,3,3); OFFICE MANAGEMENT (0,0,0,2); PERSONNEL SUPERVISION (0,0,0,1)

AB AVIATION BOATSWAIN'S MATE E8-9
SENIOR/MASTER CHIEF RESPONSIBLE FOR THE DUTIES PERFORMED BY:
ABE AVIATION BOATSWAIN'S MATE E (LAUNCH/RECOVERY EQUIP) E4-7
ABF AVIATION BOATSWAIN'S MATE F (FUELS) E4-7
ABH AVIATION BOATSWAIN'S MATE H (AIRCRAFT HANDLING) E4-7

ABE AVIATION BOATSWAIN'S MATE E (LAUNCH/RECOVERY EQUIP) E4-7
OPERATE, MAINTAIN, AND PERFORM ORGANIZATIONAL MAINTAINCE
ON HYDRAULIC AND STEAM CATAPULTS, BARRICADES, ARRESTING
GEAR ENGINES, AND ASSOCIATED EQUIPMENT ASHORE AND AFLOAT;
OPERATE CATAPULT LAUNCH AND RETRACT PANELS, CONSOLES,
FIRING PANELS, WATER BRAKES, CHRONOGRAPHHS, BLAST DEFLECTORS
AND COOLONG PANELS; RIG, INSPECT, AND PROOF-LOAD CABLES AND
FITTINGS AND POUR WIRE ROPE SOCKETS; AND PERFORM AIRCRAFT
HANDLING DUTIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC HYDRAULICS (3,3,3,3); SHOP MANAGEMENT (0,0,2,2); RECORD
KEEPING (0,0,1,2); PERSONNEL SUPERVISION (0,0,2,3); FIELD
EXPERIENCE MANAGEMENT (0,0,0,3)

ABF AVIATION BOATSWAIN'S MATE F (FUELS) E4-7
OPERATE, MAINTAIN, AND PERFORM ORGANIZATIONAL MAINTENCE ON
AVIATION FUELING AND LUBRICATION OIL SYSTEMS SUCH AS
THOSE INCLUDING AVIATION FUEL AND LUBRICATION OIL SERVICE
STATIONS AND PUMPROOMS, PIPING, VALVES, PUMPS, TANKS, AND
PORTABLE EQUIPMENT RELATED TO THE FUEL SYSTEM; OPERATE,
MAINTAIN, AND REPAIR VALVES AND PIPING OF PURGING AND PRO-
TECTIVE SYSTEMS WITHIN THE AIR DEPARTMENT SPACES ABOARD
SHIP; FUEL QUALITY SURVEILLANCE.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
FIRE SCIENCE (3,3,3,3); AIRCRAFT SERVICING (1,2,3,3); SHOP
MANAGEMENT (0,0,2,2); RECORD KEEPING (0,0,2,2); PERSONNEL
SUPERVISION (0,0,2,3); FILED EXPERIENCE MANAGEMENT (0,0,0,3)

ABH AVIATION BOATSWAIN'S MATE H (AIRCRAFT HANDLING) E4-7
DIRECT THE MOVEMENT AND SPOTTING OF AIRCRAFT ASHORE AND AFLOAT;
OPERATE, MAINTAIN AND PERFORM ORGANIZATIONAL MAINTENCE ON GROUND
HANDLING EQUIPMENT USED FOR MOVING AND HOISTING OF AIRCRAFT
ASHORE AND AFLOAT; SUPERVISE SECURING OF AIRCRAFT AND EQUIPMENT;
PERFORM CRASH RESUE, FIREFIGHTING, CRASH REMOVAL, DAMAGE CONTROL
AND RECOVERY OF AIRCRAFT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
FIRE SCIENCE (3,3,3,3); AIRCRAFT SERVICINT (2,2,3,3); SHOP
MANAGEMENT (0,0,2,2); RECORD KEEPING (0,0,2,2); PERSONNEL
SUPERVISION (0,0,2,2); FILED EXPERIENCE MANAGEMENT (0,0,0,3)

AC AIR TRAFFIC CONTROLLER E4-9
PERFORM AIR TRAFFIC CONTROL DUTIES IN AIR CONTROL TOWERS, RADAR
AIR TRAFFIC CONTROL FACILITIES, AND AIR OPERATIONS OFFICES
ASHORE AND AFLOAT; OPERATE RADIOTELEPHONES, LIGHT SIGNALS AND
SYSTEMS, AND DIRECT AIRCRAFT UNDER VFR AND IFR CONDITIONS;
OPERATE SURVEILLANCE RADAR, PRECISION RADAR, AND IDENTIFICATION
EQUIPMENT; OPERATE GROUND AND CARRIER-CONTROLLED APPROACH SYSTEM;
ASSIST IN FLIGHT PLANS AND CLEARANCES; MAINTAIN FLIGHT PLANNING
INFORMATION AND REFERENCE MATERIALS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
AIR TRAFFIC CONTROL (6,9,9,9); AIR TRAFFIC MANAGEMENT (6,6,6,6);
FEDERAL AVIATION REGULATIONS (3,3,3,3); PERSONNEL SUPERVISION
(0,0,1,2); RECORD KEEPING (0,0,1,2); AVIATION SAFETY MANAGEMENT
(0,0,0,2)

AM AVIATION STRUCTURAL MECHANIC E8
SENIOR CHIEF RESPONSIBLE FOR THE DUTIES OF THE FOLLOWING:
AME AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIPMENT) E4-7
AMH AVIATION STRUCTURAL MECHANIC H (HYDRAULICS) E4-7
AMS AVIATION STRUCTURAL MECHANIC S (STRUCTURES) E4-7

AME AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIPMENT) E4-7
MAINTAIN SAFETY BELTS, SHOULDER HARNESSES, AND INTEGRATED
FLIGHT HARNESSSES IN AIRCRAFT, INERTIA REELS, SEAT AND CANOPY
EJECTION SYSTEMS, GASEOUS AND LIQUID OXYGEN SYSTEMS, LIFERAFT
EJECTION SYSTEMS, PORTABLE FIRE EXTINGUISHERS, EGRESS SYSTEMS,
AIR-CONDITIONING, HEATING CABIN AND COCKPIT PRESSURIZATION,
VENTILATING, AND ANTI-G SYSTEMS, AND ASSOCIATED LINES, FITTINGS,
RIGGINGS AND CONTROLS. REPLENISH LIQUID AND GASEOUS OXYGEN;
MAINTAIN LIQUID NITROGEN, AND PERIODIC AIRCRAFT INSPECTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
AIRCRAFT SAFETY AND WARNING SYSTEMS (10,12,15,15); AVIATION
MAINTENANCE TECHNOLOGY (3,4,6,6); PERSONNEL SUPERVISION
(0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MANAGEMENT
(0,0,0,3);

AMH AVIATION STRUCTURAL MECHANIC H (HYDRAULICS) E4-7
AVIATION STRUCTURAL MECHANIC H
MAINTAIN HYDRAULIC SYSTEMS INCLUDING POWER SYSTEM AND UNIT
ACTUATING SUBSYSTEMS, LANDING GEAR, RESEVOIR PRESSURIZATION AND
ACTUATING SYSTEMS AND ASSOCIATED PUMPS, VALVES, REGULATORS,
CYLINDERS, LINES AND FITTINGS; SERVICE PRESSURE ACCUMULATORS,
AIR BOTTLES, SLEO STRUTS, AND MASTER BRAKE CYLINDERS; INSPECT
REMOVE AND REPLACE HYDRAULIC SYSTEMS; BLEED HYDRAULIC SYSTEMS;
ADJUST BRAKES AND REPLACE LININGS AND PUCKS; REPLACE GASKETS,
PACKING AND WIPERS; PERFORM INSPECTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
HYDRAULICS SYSTEMS REPAIR (10,15,15,15); AVIATION MAINTENANCE
TECHNOLOGY (3,6,6,6); PERSONNEL SUPERVISION (0,2,3,3); MAIN-
TENANCE MANAGEMENT (0,0,3,3); SHOP MANAGEMENT (0,0,0,3); FIELD
EXPERIENCE MANAGEMENT (0,0,0,3)

AMS AVIATION STRUCTURAL MECHANIC S (STRUCTURES) E4-7
MAINTAIN AIRCRAFT FUSELAGES, WINGS, FIXED AND MOVABLE
SURFACES, AIRFOILS, EMPENNAGES. SEATS, WHEELS, TIRES AND
COMPONENTS, CONTROLS. REMOVE, INSTALL, AND RIG FLIGHT
CONTROL SURFACES; FABRICATE AND ASSEMBLE METAL PARTS AND
MAKE MINOR REPAIRS TO AIRCRAFT SKIN; INSTALL RIVETS ; BUILD
UP WHEELS AND TIRES; PAINT; PERFORM DYE PENETRANT INSPECTIONS
AND DAILY PREFLIGHT, POSTFLIGHT, AND OTHER INSPECTIONS

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
AIRFRAME STRUCTURES REPAIR (8,12,15,15); AVIATION MAINTENANCE
TECHNOLOGY (2,4,6,6); PERSONNEL SUPERVISION (0,2,3,3);
MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MAINTENANCE (0,0,0,3);
FIELD EXPERIENCE MANAGEMENT (0,0,0,3)

AO AVIATION ORDNANCEMAN E4-9
INSPECT, MAINTAIN, AND REPAIR AIRCRAFT ARMAMENT AND AVIATION
ORDNANCE EQUIPMENT INCLUDING GUNS AND ACCESSORIES, SMALL ARMS,
AMMUNITION, HANDLING EQUIPMENT; STORE, ASSEMBLE, LOAD, AND MAIN-
TAIN AIR-LAUNCHED GUIDED MISSILES; LOAD NUCLEAR WEAPONS, MINES,
AND TORPEDOES; OPERATE SMALL ARMS RANGES; SUPERVISE OPERATION OF
AVIATION ORDNANCE SHOPS, ARMORIES, AMMUNITION STORAGE FACILITIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
APPLIED SCIENCE (3,3,3,3); APPLIED MATH (3,3,3,3); MECHANICAL
MAINT. (3,3,3,3); BLUE PRINT READING/SCHEMATICS (2,3,3,3); BASIC
ELECTRONICS (0,3,3,3); RECORD KEEPING (0,3,3,3); APPLIED PHYSICS
(0,3,3,3); INDUSTRIAL SAFETY (0,2,3,3); INSTRUCTIONAL TECHNIQUES
AND MATERIALS (0,0,3,3); AVIATION MANAGEMENT (0,0,0,2); OFFICE
MANAGEMENT (0,0,0,2); PERSONNEL SUPERVISION (0,0,0,1); FIELD
EXPERIENCE MANAGEMENT (0,0,0,1)

AQ AVIATION FIRE CONTROL TECHNICIAN E4-8
INSPECT AND PERFORM ORGANIZATIONAL AND INTERMEDIATE
MAINTENANCE ON AIRCRAFT WEAPONS SYSTEMS, INCLUDING WEAPONS
CONTROL RADAR, COMPUTERS, DOPPLER COMPUTING SIGHTS,
GYROSCOPES, ACCESSORIES AND RELATED EQUIPMENT, AND AIR
LAUNCHED GUIDED MISSILE EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC ELECTRICITY/ELECTRONICS LAB (3,3,3,3); APPLIED PHYSICS
(2,2,2,2); INTRO TO AC/DC THEORY (0,3,3,3); AIRCRAFT ELECTRONICS
AND HYDRAULICS (1,1,1,1); PERSONNEL SUPERVISION (0,0,2,3);
MAINTENANCE MGT (0,0,2,3); SHOP MGT (0,0,0,3) - INDUSTRIAL
ELECTRONICS TECHNICIAN APPRENTICE TRAINING PROGRAM (TATP)
(ENTRY, ADV STANDING, 4000 CLOCK HRS EXPERIENCE/288 HRS RELATED
INSTRUCTION, 4000/288); COMMUNICATIONS ELECTRONICS OR INDUSTRIAL
INSTRUMENTATION TATP (ENTRY, ADV STAND, 2000/144, 2000/144)

AS AVIATION SUPPORT EQUIPMENT TECHNICIAN E6-9
SERVICE, TEST, PERFORM MAINTENANCE AND REPAIRS ON AUTOMOTIVE,
ELECTRICAL, GENERATING, STARTING, LIGHTING AND IGNITION SYSTEMS.
MAINTAIN GASOLINE/DIESEL FUEL SYSTEMS AND OPERATING EFFICIENCY
OF HYDRAULIC AND PNEUMATIC SYSTEMS, PERFORM BODY AND CHASSIS RE-
PAIRS USING WELDING EQUIPMENT/SHEET METAL WORKING TECHNIQUES AND
MAINTAIN AIR CONDITIONING EQUIPMENT, WORK ON ELECTRONIC CIRCUITS
AND COMPONENTS IN GENERAL SERVICING EQUIPMENT, REPAIR MECHANICAL
ELEMENTS OF ENGINE AND TRANSMISSION SYSTEMS

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

ALSO RESPONSIBLE FOR THE DUTIES PERFORMED BY THE FOLLOWING:
ASE AVIATION SUPPORT EQUIPMENT TECHNICIAN E (ELECTRICAL) E4-5
ASM AVIATION SUPPORT EQUIPMENT TECHNICIAN M (MECHANICAL) E4-5

ASE AVIATION SUPPORT EQUIPMENT TECHNICIAN E (ELECTRI E4-5
SERVICE, TEST AND PERFORM ORGANIZATIONAL AND INTERMEDIATE
LEVEL MAINTENANCE AND REPAIR OF AUTOMOTIVE ELECTRICAL
SYSTEMS IN MOBILE AND SELF-PROPELLED AVIATION EQUIPMENT,
ARMAMENT HANDLING, INCLUDING GENERATING, STARTING, LIGHT-
ING, AND IGNITION SYSTEMS, ELECTRICAL COMPONENTS AND
WIRING IN AUXILIARY ELECTRICAL POWER UNITS; SERVICE AND
MAINTAIN STORAGE BATTERIES; AND PERFORM PERIODIC MAINTAINCE
INSPECTIONS OF AVIATION SUPPORT EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5):
AUTOMOTIVE ELECTRICITY (4,4); BASIC SHOP PRACTICES (4,4);
BASIC ELECTRICITY (3,3); POWER GENERATOR SYSTEMS (3,3);
ELECTRICAL CONTROL SYSTEMS (3,3); CARE/USE OF TOOLS (2,2)

JOED JOURNALIST - EDUCATIONAL CORRESPONDANCE E4-9
EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
NEWS EDITING (3,3,3,3); NEWS REPORTING (3,3,3,3); WRITING FOR
MASS MEDIA (3,3,3,3); AUDIO-VISUAL TECHNOLOGY (3,3,3,3);
ANNOUNCING (3,3,3,3); STUDIO TECHNIQUES (3,3,3,3); PHOTOGRAPHY
(3,6,6,6); LAYOUT (3,3,3,3); TECHNICAL WRITING (0,3,3,3);
INTERVIEWING TECHNIQUES (0,3,3,3); FIELD EXPERIENCE PUBLIC
BROADCAST JOURNALISM (0,0,0,3)

ASM AVIATION SUPPORT EQUIPMENT TECHNICIAN M (MECHANICAL) E4-5
SERVICE, TEST, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE
LEVEL MAINTENANCE AND REPAIR OF GASOLINE AND DIESEL ENGINES
IN MOBILE AND SELF-PROPELLED AVIATION SUPPORT EQUIPMENT AND
ASSOCIATED AUTOMOTIVE SYSTEMS, INCLUDING FUEL SYSTEMS, AUTO-
MATIC AND POWER TRANSMISSIONS, DIFFERENTIALS, AND STEERING
SYSTEMS; MAINTAIN GAS TURBINE COMPRESSOR UNITS AND AIR-
CONDITIONING SYSTEMS USED IN AIRCRAFT; MAINTAIN AND OPERATE
GAS TURBINE COMPRESSOR UNIT TEST STANDS; PERFORM PERIODIC
MAINTENANCE INSPECTIONS OF AVIATION SUPPORT EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5):
BASIC SHOP PRACTICES (4,4); DIESEL ENGINES (3,6); HYDRAULIC
BRAKES (3,3); CARE/USE OF TOOLS (2,2); GAS WELDING (0,3);
POWER TRANSMISSIONS (0,3)

AT * AVIATION ELECTRONICS TECHNICIAN E4-8
INSPECT AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENACE
ON AVIATION ELECTRONICS EQUIPMENT INCLUDING: DETECTION, RECON-
NAISSANCE, IDENTIFICATION, COMMUNICATION, NAVIGATION, DISPLAY,
DIGITAL DATA SYSTEMS AND SPECIAL PRUPOSE EQUIPMENT. TROUBLESHOOT
ELECTRONIC CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BEGINNING ELECTRICITY/ELECTRONICS (3,3,3,3); AVIONICS TECHNO-
LOGY (12,12,12,12); APPLIED PHYSICS (1,1,1,1); INTRODUCTION TO
AC/DC THEORY (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAIN-
TENANCE MANAGEMENT (0,0,2,3); SHOP MANAGEMENT (0,0,0,3) -
COMMUNICATIONS ELECTRONICS TECHNICIAN APPRENTICE TRAINING
PROGRAM (TATP) (ENTRY, ADVANCED STANDING, 4000 CLOCK HRS
EXPERIENCE/288 HRS RELATED INSTRUCTION, 4000/288); INDUSTRIAL
ELECTRONICS TATP (ENTRY, ADV STAND, 2000/144, 2000/144)

AV AVIONICS TECHNICIAN E9
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
AE *AVIATION ELECTRICIAN'S MATE
AQ AVIATION FIRE CONTROL TECHNICIAN
AT *AVIATION ELECTRONICS TECHNICIAN
AX AVIATION ANTISUBMARINE WARFARE TECHNICIAN

AW AVIATION ANTI-SUBMARINE WARFARE OPERATOR E4-9
PERFORM GENERAL FLIGHT CREW DUTIES; OPERATE ASW SENSOR
SYSTEMS TO EXTRACT, ANALYZE AND CLASSIFY DATA OBTAINED;
PERFORM SPECIFIEC PREFLIGHT, INFLIGHT, AND POSTFLIGHT
DIAGNOSTIC FUNCTIONS USING MANUAL TECHNIQUES, BUILT-IN TEST
EQUIPMENT (BITE), AND COMPUTER ROUTINES TO EFFECT FAULT
ISOLATION AND OPTIMIZE SYSTEM PERFORMANCE; OPERATE TACTICAL
SUPPORT SYSTEM TO ANALYZE AND CLASSIFY ASW DATA; ASSIST IN
AIRCREW BRIEFING AND DE-BRIEFING; PROVIDE DATA BASE INFORMA-
TION TO THE TACTICAL COMMANDER FOR USE IN PRESCRIBING MISSION
OBJECTIVES AND TACTICS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
EMERGENCY MEDICAL TECHNIQUES (3,4,5,5); SURVEY OF METEOROLOGY
(2,2,2,2); SURVEY OF OCEANOGRAPHY (4,4,5,5); TEACHING PRACTICUM
(0,3,3,3); PERSONNEL SUP. (0,0,3,3); HUMAN RELATIONS (0,0,0,3)

AX AVIATION ANTI-SUBMARINE WARFARE TECHNICIAN E4-8
INSPECT AND PERFORM INTERMEDIATE AND ORGANIZATIONAL MAIN-
TENCE AND IN-FLIGHT REPAIR ON AVIATION ANTISUBMARINE
WARFARE SENSOR EQUIPMENT AND ASSOCIATED INTEGRATED SYSTEMS,
INCLUDING THOSE RELATED TO MAGNETIC ANOMALY DETECTION, UNDER-
WATER DETECTION, ACOUSTIC ANALYSIS, ELECTRONIC SUPPORT
MEASURES, COMPUTER/DATA PROCESSING, ELECTRO-OPTICS, DATA
DISPLAY, DATA LINK, AND ELECTRO-MECHANICAL RECORDER; OPERATE
AND MAINTAIN ASSOCIATED TEST EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC ELECTRONICS (3,3,3,3); TROUBLESHOOTING TECHNI(2,3,4,4); IN-
THEORY (0,2,3,3); PERSONNEL SUPERVISION (0,0,3,3); PRACTICUM
IN TEACHING (0,0,3,3); HUMAN RELATIONS (0,0,0,3)

AZ AVIATION MAINTENANCE ADMINISTRATIONMAN E4-9
SCHEDULE AIRCRAFT INSPECTIONS. KEEP CHARTS ON TRENDS IN AIRCRAFT
SYSTEMS RELIABILITY. ORGANIZE AND OPERATE LIBRARIES OF TECHNICAL
REPORTS AND RELATED MAINTENANCE DATA. ISSUE AIRCRAFT WORK ORDERS
AND INSPECTION FORMS. PERFORM CLERICAL AND ADMINISTRATIVE DUTIES
RELATED TO AIRCRAFT MAINTENANCE SUCH AS PREPARING REPORTS AND
CORRESPONDENCE, FILING AND TYPING.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
OFFICE MACHINES (2,2,2,2); CLERICAL OFFICE PROCEDURES (2,3,3,3);
FILING (2,2,2,2); RECORD KEEPING (0,3,3,3); OFFICE MANAGEMENT
(0,0,3,3); TYPEWRITING (1,1,1,1); BUSINESS COMMUNICATION
(0,0,0,2)

BM BOATSWAIN'S MATE E4-9
TRAIN, DIRECT, AND SUPERVISE PERSONNEL IN MILITARY DUTIES
IN ALL ACTIVITIES RELATING TO MARLINSPIKE, DECK AND BOAT
SEAMANSHIP AND UPKEEP OF SHIP'S EXTERNAL STRUCTURE, RIGGING,
DECK EQUIPMENT, AND BOATS; TAKE CHARGE OF WORKING PARTIES AND
YARD CRAFTS; SERVE AS MASTER-AT-ARMS, IN GUNCREWS OR DAMAGE
CONTROL PARTIES, OPERATE/MAINTAIN LOADING/UNLOADING EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
SEAMANSHIP (3,4,5,5); RIGGING (3,4,4,4); SMALL CRANE SIGNALLING
(1,1,1,1); SMALL BOAT HANDLING (1,1,1,1); SMALL BOAT MAINTENANCE
(0,2,2,2); POLICE SCIENCE (0,2,2,2); RECORD KEEPING (0,2,2,3);
PERSONNEL SUPERVISION (0,2,3,3); COASTLINE NAVIGATION (0,0,0,3);
FIELD EXPERIENCE MGT (0,0,0,3); MGT ELECTIVES (0,0,0,3);
PRACTICUM IN MANAGEMENT (0,0,0,3); HUMAN RELATIONS (0,0,0,1)

BT BOILER TECHNICIAN E4-9
ALIGN FUEL, WATER, AND AIR PIPING SYSTEMS, OPERATE PUMPS, STEAM
TUBINES, MAIN PROPULSION AND AUXILIARY BOILERS AND AUTOMATIC
BOILER CONTROL SYSTEMS, CLEAN, ADJUST, TEST, AND PERFORM OTHER
PREVENTIVE MAINTENANCE ON BOILERS AND AUXILIARY MACHINERY, PER-
FORM CHEMICAL AND QUALITY ASSURANCE TESTS ON WATER AND OIL, RE-
PAIR VALVES, PUMPS, FORCED DRAFT BLOWERS, CONTROL DEVICES, AND
BOILERS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
MECHANICAL ENGINE MAINTENANCE (6,10,10,10); BLUEPRINT READING
(1,1,1,1); MAINTENANCE TECHNOLOGY (3,6,6,6); BASIC MARINE
STEAM ENGINEERING (3,4,4,4); RECORD KEEPING (0,1,1,2); PER-
SONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3);
HUMAN RELATIONS (0,0,3,3)

BU BUILDER E4-8
BUILD AND REPAIR WOOD/MASONRY AND CONCRETE STRUCTURES, CON-
STRUCT UNDERPINNING/SHORING/PILE JETTING AND CAPPING, OPERATE
CARPENTRY AND CABINET-MAKING SHOPS, BUILD FORMS FOR CONCRETE
CONSTRUCTIONS, MIX AND PLACE CONCRETE, OPERATE CONCRETE BATCHING
PLANTS/PORTABLE CONCRETE MIXERS AND VIBRATORS, BUILD WHARVES,
INTERPRET BLUEPRINTS AND PREPARE SKETCHES FOR CONSTRUCTION WORK,
MAKE ESTIMATES OF MATERIALS AND LABOR REQUIRED.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
INTRO TO CONST (3,3,3,3); CONST TECHNIQUES (3,6,9,9); EQUIP
OP/MAINT (2,2,2,2); CONST MATERIALS (1,1,3,3); BLUEPRINT READING
(0,2,2,2); GENERAL PLANS/SPECS (0,2,2,3); ESTIMATING/SCHEDULING
(0,0,3,3); TECH MATH (0,0,3,3); FUNDAMENTALS OF SUP. (0,0,2,3);
CONST ESTIMATING (0,0,1,1); CONST MGT (0,0,1,2); FIELD EXPERI-
ENCE CONST MGT (0,0,0,3); RECORDS/COST CONTROL (0,0,0,2)

CE CONSTRUCTION ELECTRICIAN E4-8
PLAN, SUPERVISE, AND PERFORM TASKS REQUIRED TO INSTALL, OPERATE,
SERVICE, AND OVERHAUL ELECTRIC GENERATING AND DISTRIBUTION SYS-
TEMS, WIRE, AND CABLE COMMUNICATIONS SYSTEMS; ATTACH AND SERVICE
UNITS SUCH AS TRANSFORMERS, SWITCHBOARDS, MOTORS, CONTROLLERS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC ELECTRICITY (3,3,3,3); INTRO TO CONST (3,3,3,3); INTER-
MEDIATE ELECTRICITY (0,3,3,3); BLUEPRINT READING (0,2,2,2);
ELECTRICAL CONST LAB (0,1,2,2); ADVANCED ELECTRICITY (0,0,3,3);
ELECTRICAL TROUBLESHOOTING (0,0,2,2); RECORDS ADMINISTRA-
TION (0,0,1,1); PERSONNEL SUPERVISION (0,0,1,2); SHOP MANAGE-
MENT (0,0,0,2); SAFETY MANAGEMENT (0,0,0,1); HUMAN RELA-
TIONS (0,0,0,3) - ADVANCED STANDING IN CONSTRUCTION ELECTRICIAN
APPRENTICE TRAINING PROGRAM.

CM CONSTRUCTION MECHANIC E4-8
ADJUST, REPAIR, AND MAINTAIN DIESEL AND GASOLINE ENGINES,
IGNITION, FUEL, ELECTRICAL, HYDRAULIC, AND STEERING SYSTEMS;
PERFORM MAJOR OVERHAULS ON ENGINES AND TRANSMISSIONS, MAINTAIN
AND REPAIR CHASSIS, FRAMES, AND BODIES; WORK WITH HOISTING
AND JACKING EQUIPMENT, POWER TOOLS, MEASURING INSTRUMENTS,
LUBRICATION EQUIPMENT; MAINTAIN AND REPAIR TIRES, BATTERIES,
BRAKES, AND VALVES; PERFORM SHOP MANAGEMENT FUNCTIONS SUCH
AS MAINTENANCE SCHEDULING AND SPARE PARTS INVENTORY CONTROL.

EDUCTAIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
DIESEL/TRUCK/AUTO/MECH (9,15,18,18); TOOL USE/CARE (1,1,1,1);
SHOP PRACTICES (0,3,3,3); PERSONNEL SUP.(0,0,2,3); RECORDS
ADMIN (0,0,1,2) - AUTO/DIESEL/TRUCK MECHANICS APPRENTICE
TRAINING PROGRAM: CONTACT HOURS (144, 288, 432, 576);
CLOCK HOURS (1500, 3000, 6000, 8000)

CTA CRYPTOLOGIC TECHNICIAN A (ADMINISTRATION) E4-9
TYPE MESSAGES AND CORRESPONDENCE, FILE, HANDLE CLASSIFIED MATERIAL, KEEP MAIL LOGS, PREPARE CORRESPONDENCE, ORDER SUPPLIES, TAKE INVENTORY.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTI CRYPTOLOGIC TECHNICIAN I (INTERPRETIVE) E4-9
PERFORM DUTIES AS NAVY LINGUISTS, SPECIALIZING IN RADIO-TELEPHONE COMMUNICATIONS, ANALYSIS OF DATA, AND IN THE PREPARATION OF STATISTICAL STUDIES AND TECHNICAL REPORTS REQUIRING KNOWLEDGE OF A FOREIGN LANGUAGE.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTM CRYPTOLOGIC TECHNICIAN M (MAINTENANCE) E4-9
INSTALL, MAINTAIN, CALIBRATE, REPAIR AND ADJUST STANDARD AND SPECIALIZED ELECTRONIC AND ELECTROMECHANICAL EQUIPMENT USED IN NAVY SECURITY GROUP. WORK WITH ELECTRON TUBE CIRCUITS, SOLID STATE CIRCUITS, RADIO RECEIVING AND TRANSMITTING EQUIPMENT, ELECTRONIC EQUIPMENT, SPECIAL PURPOSE TEST EQUIPMENT, AND MAY BE CONSIDERED FOR ADVANCED TRAINING IN SPECIALIZED ELECTRONIC FIELDS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTO CRYPTOLOGIC TECHNICIAN O (COMMUNICATIONS) E4-9
PREPARE MESSAGES UTILIZING TELETYPEWRITER EQUIPMENT, TRANSMIT, RECEIVE, ROUTE AND LOG MESSAGE TRAFFIC, STRICTLY OBSERVE ALL APPLICABLE SECURITY MEASURES, MAINTAIN MESSAGE CENTER FILES, OPERATING LOGS, RECORDS AND UPDATE COMMUNICATIONS PUBLICATIONS, CONTROL AND OPERATE COMMUNICATIONS EQUIPMENT SYSTEMS INCLUDING RADIO RECEIVERS, TONE-TERMINAL EQUIPMENT, DC AND AUDIO PATCH BOARDS, COMMUNICATIONS SECURITY DEVICES, MONITOR SIGNAL QUALITY THROUGH THE USE OF TEST EQUIPMENT SUCH AS MONITOR TELETYPEWRITERS, TRANSMISSION DISTORTION TEST SETS, OSCILLOSCOPES, AUDIO LEVEL AND NOISE LEVEL METERS, AND SPECTRUM ANALYZERS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTR CRYPTOLOGIC TECHNICIAN R (COLLECTION) E4-9
PERFORM DUTIES IN MORSE CODE COMMUNICATIONS, THE OPERATIONS OF RADIO DIRECTION-FINDING EQUIPMENT, ANCILLARY COMPUTERS, AND COMMUNICATIONS SECURITY PROCEDURES.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTT CRYPTOLOGIC TECHNICIAN T (TECHNICAL) E4-9
PERFORM DUTIES IN COMMUNICATIONS BY OTHER THAN THE USUAL
MEANS, AND ELECTRONIC SUPPORT MEASURES INVOLVING ELECTRONIC
EQUIPMENT.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CU CONSTRUCTIONMAN E9
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
BU BUILDER
EA ENGINEERING AID
SW STEELWORKER

DK DISBURSING CLERK E4-9
COMPUTE PAY AND PREPARE PAYROLLS, KEEP PAY RECORDS UP TO DATE
WITH RESPECT TO INSURANCE ALLOTMENTS/FAMILY ALLOWANCES/PRO-
MOTIONS AND EXTRA COMPENSATIONS, PROCESS CLAIMS FOR EXPENSES,
DISBURSE FUNDS FOR SUPPLIES AND SERVICES, PREPARE FINANCIAL
ACCOUNTS AND REPORTS, PREPARE CORRESPONDENCE, MAINTAIN DISBUR-
SING OFFICE FILES, KEEP OFFICIAL PUBLICATIONS UP TO DATE, TYPE
DOCUMENTS RELATED TO PAY TRANSACTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS E4, E5, E6, E7):
TYPING (1,1,1,1); OFFICE PROCEDURES (1,1,1,1); BUSINESS MATHE-
MATICS (1,1,1,1); OFFICE MACHINES (0,1,1,1); OFFICE MANAGE-
MENT (0,1,2,3); RECORD KEEPING (0,1,1,1); PERSONNEL SUPER-
VISION (0,0,1,3); HUMAN RELATIONS (0,0,1,2); PRACTICUM IN
MANAGEMENT (0,0,0,1)

DM ILLUSTRATOR DRAFTSMAN E4-9
PREPARE TECHNICAL DRAWINGS AND AUDIO-VISUAL MATERIALS SUCH AS
CHARTS, GRAPHS, SLIDES, + TELEVISION PROJECTURALS, USE A VARIETY
OF ART MEDIA INCLUDING PENCIL, PEN, BRUSH, INKS, WATERCOLOR AND
TEMPERAS, UTILIZE FREEHAND, MECHANICAL AND PHOTOMECHANICAL LET-
TERING, PREPARE ART FOR REPRODUCTION, OPERATE AUDIO-VISUAL PRO-
JECTION EQUIPMENT, OPERATE GRAPHIC ARTS REPRODUCTION EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC DRAWING (3,3,3,3); VISUAL DESIGN (3,3,3,3); TECHNICAL
DRAFTING (3,3,3,3); BASIC COMMERCIAL ART TECHNIQUES (3,3,3,3);
TECHNICAL ILLUSTRATING (0,3,3,3); BASIC PHOTOGRAPHY (0,3,3,3);
FIELD EXPERIENCE GRAPHICS (0,3,3,3); SILK-SCREEN PRINTING
(0,0,3,3); ADVERTISING ILLUSTRATION/AIRBRUSH (0,0,3,3); AUDIO-
VISUAL GRAPHICS (0,0,3,3); GRAPHICS ARTS MGT (0,0,1,3);
INDUSTRIAL ARTS EDUCATION (0,0,2,3); PERSONNEL SUP. (0,0,0,2)

DP DATA PROCESSING TECHNICIAN E4-9
OPERATE DATA PROCESSING EQUIPMENT E.G., SORTERS, COLLATORS, RE-
PRODUCERS, INTERPRETERS, ACCOUNTING MACHINES AND ELECTRONIC DATA
PROCESSING SYSTEMS, WRITE PROGRAMS FOR CONTROLLING ELECTRONIC
DATA PROCESSING OPERATIONS, ESTABLISH AND MAINTAIN CONTROLS ON
DATA PROCESSING MACHINE OPERATIONS, DETERMINE CAUSE OF OPERA-
TIONAL FAILURE OF DATA PROCESSING MACHINES, DESIGN CARD LAYOUTS
AND REPORT FORMS, PREPARE PROCEDURE MANUALS, PERFORM OFFICE MAN-
AGEMENT FUNCTIONS, PERFORM SYSTEMS ANALYST FUNCTIONS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

IS DATA SYSTEMS TECHNICIAN E4-9
PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON ELECTRONIC DIGITAL DATA SYSTEMS AND EQUIPMENT; INSPECT, TEST, CALIBRATE, AND REPAIR COMPUTERS, EXTERNAL STORAGE DEVICES, DIGITAL INTERFACE EQUIPMENT, DIGITAL DISPLAY EQUIPMENT, DATA LINK TO TERMINAL EQUIPMENT, PERIPHERAL EQUIPMENT, AND RELATED EQUIPMENT; PERFORM PREVENTIVE MAINTENANCE ON TEST EQUIPMENT; AND PREPARE AND USE PROGRAMMED TEST ROUTINES.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

DT DENTAL TECHNICIAN E4-9
ASSIST DENTAL OFFICERS IN TREATING PATIENTS, PREPARE CEMENTS AND FILLING MATERIALS FOR DENTAL OFFICERS, TAKE/DEVELOP AND PROCESS X-RAYS, ASSIST IN ORAL SURGERY, INSTRUCT PATIENTS IN ORAL HYGIENE, ADMINISTER FIRST AID AND PREVENTIVE TREATMENTS, PREPARE CASTS FROM ORAL IMPRESSIONS, PERFORM CROWN AND BRIDGE CONSTRUCTION, INSTALL/MAINTAIN AND REPAIR DENTAL EQUIPMENT, SET UP APPOINTMENT SCHEDULES/KEEP DENTAL RECORDS AND MAINTAIN DENTAL STOREROOM.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

EA ENGINEERING AID E4-8
PLAN, SUPERVISE, AND PERFORM TASKS REQUIRED IN CONSTRUCTION SURVEYING/DRAFTING SUCH AS RUNNING/CLOSING TRAVERSES, STAKING OUT FOR EXCAVATIONS, OBTAINING AND CONVERTING FIELD NOTES INTO TOPOGRAPHIC MAPS; QUALITY CONTROL FOR TESTING SOILS, CONCRETE, AND CONSTRUCTION MATERIALS; PLANNING, ESTIMATING, AND REPRODUCING CONSTRUCTION DRAWINGS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
INTRO TO CONST (3,3,3); DRAFTING (2,4,4); SURVEYING (2,3,3,3); MATERIALS TESTING (2,4,6,6); CONST METHODS (0,3,3,3); TECH MATH (0,0,3,3); ALGEBRA (3,3,3,3); CONST TECH (0,1,1,3); EARTHWORK COMPUTATION (0,0,3,3); PAVEMENT DESIGN (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); FIELD EXPERIENCE/CONSTRUCTION MANAGEMENT (0,0,0,3)

EM * ELECTRICIAN'S MATE E4-9
INSTALL, OPERATE, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON POWER AND LIGHTING CIRCUITS, ELECTRICAL FIXTURES, FILM PROJECTORS, MOTORS, GENERATORS, VOLTAGE REGULATORS, CONTROLLERS, SWITCHBOARDS, APPLIANCES, AND OTHER ELECTRICAL EQUIPMENT; TROUBLESHOOT CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC EL'CITY/EL'NICS (5,5,5,5); ELECTCIAL WIRING (3,3,3,3); ELECTRICAL MOTORS (3,5,7,7); ELECTICAL CIRCUITS (0,2,4,4); TROUBLESHOOTING (1,1,1,1); RECORD KEEPING (0,0,1,1); HUMAN RELATIONS (0,1,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3) REPORT WRITING (0,0,0,1)

EN * ENGINEMAN E4-9
OPERATE, REPAIR, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON INTERNAL-COMBUSTION ENGINES, MAIN PROPULSION MACHINERY, REGRIGERATION, AIR-CONDITIONING, GAS-TURBINE ENGINES, REDUCTION GEARS, AIR COMPRESSORS, HYDRAULIC/PNEUMATIC CLUTCHES, ELECTROHYDRAULIC CONTROLLABLE PITCH PROPELLER SYSTEMS, STEERING ENGINES, DESALINIZATION PLANTS, AND BOILERS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
ENGINE MAINTENANCE AND REPAIR (10, 12, 15, 15); MAINTENANCE TECHNOLOGY (3, 3, 6, 6); BLUEPRINT READING (1, 1, 1, 1); RECORD KEEPING (0, 1, 2, 2); MAINTENANCE MANAGEMENT (0, 0, 2, 3); PERSONNEL SUPERVISION (0, 0, 2, 3); HUMAN RELATIONS (0, 0, 3, 3)

EO EQUIPMENT OPERATOR E4-8
OPERATE A WIDE VARIETY OF HEAVY-DUTY EQUIPMENT FOR SUCH PROJECTS AS STRUCTURE ERECTION, REPAIR, SALVAGE, GRADING AND EXCAVATION, PERFORM MAINTENANCE ON THIS EQUIPMENT TO INSURE SAFE EFFICIENT OPERATION, RIG CABLE ASSEMBLIES AND CHANGE ATTACHMENTS FOR VARIOUS LIFTING AND PILE-DRIVING OPERATIONS, PREPARE OPERATIONAL REPORTS ON EQUIPMENT, DISPATCH AND ASSIGN AUTOMOTIVE AND CONSTRUCTION EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
CONSTRUCTION EQUIPMENT OPERATION (10,20,30,30); INTRODUCTION TO CONSTRUCTION EQUIPMENT (3,3,3,3); MECHANICAL MAINTENANCE (2,3,3,3); OPERATIONS MANAGEMENT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3)

EQ EQUIPMENTMAN E9
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
CM CONSTRUCTION MECHANIC
EO EQUIPMENT OPERATOR

ET * ELECTRONICS TECHNICIAN E4-9
PERFORM MAINTENANCE ON ELECTRONIC EQUIPMENT USED FOR COMMUNICATION, DETECTION, TRACKING, RECOGNITION AND IDENTIFICATION, AND AIDS TO NAVIGATION. INSPECT AND MAINTAIN RADIO FREQUENCY TRANSMISSION SYSTEMS. TROUBLESHOOT ELECTRONICS EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
APPLIED MATHEMATICS (2,2,2,2); SYSTEMS MAINTENANCE (6,8,10,10); CIRCUIT THEORY (5,6,6,6); BASIC ELECTRONICS (3,3,3,3), DIGITAL ELECTRONICS (1,2,2,2); CIRCUIT ANALYSIS (0,0,6,6); MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL MANAGEMENT (0,0,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,0,1); RECORD KEEPING (0,0,0,1); REPORT WRITING (0;0;0;1)

EW ELECTRONICS WARFARE TECHNICIAN E4-9
OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON ELECTRONIC DETECTION AND DECEPTION SYSTEMS, ELECTRONIC WARFARE EQUIPMENT. EVALUATE INTERCEPTED ELECTROMAGNETIC RADIATIONS TO DETERMINE WHETHER THEY ORIGINATE FROM SURFACE, AIRBORNE, MISSILE OR NATURAL ATMOSPHERIC SOURCES. PLOT INTERCEPTED SIGNALS AND TRACK SURFACE AND AIRBORNE TARGETS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
SYSTEMS MAINTENANCE (6,8,10,10); BASIC ELECTRONICS (3,3,3,3); CIRCUIT THEORY (5,6,6,6); APPLIED MATHEMATICS (2,2,2,2); TROUBLESHOOTING TECHNIQUES (1,1,1,1); DIGITAL ELECTRONICS (1,2,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1); REPORT WRITING (0,0,0,1)

FT FIRE CONTROL TECHNICAL E8-9
SENIOR/MASTER CHIEF RESPONSIBLE FOR THE DUTIES PERFORMED BY:
FTB FIRE CONTROL TECHNICIAN (BALLISTICS) E4-7
FTG *FIRE CONTROL TECHNICAL (GUNS) E4-7
FTM FIRE CONTROL TECHNICAL (MISSILES) E4-7

FTB FIRE CONTROL TECHNICIAN (BALLISTICS) E4-7
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON
BALLISTIC MISSILE FIRE CONTROL SYSTEMS, EQUIPMENT, AND ASSOCI-
ATED FIRE CONTROL SYSTEMS TEST EQUIPMENT; OPERATE BALLISTIC
MISSILE FIRE CONTROL SYSTEMS; TEST, ADJUST, AND REPAIR BALLISTIC
MISSILE GUIDANCE SUBSYSTEMS; AND OPERATE AND MAINTAIN ASSOCIATED
GUIDANCE SUBSYSTEMS TEST EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3),
BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTEN-
ANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

FTG * FIRE CONTROL TECHNICIAN G (GUN FIRE CONTROL) E4-7
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON
AND OPERATE, TEST, AND REPAIR GUN FIRE CONTROL SYSTEMS AND SUB-
MARINE WEAPON CONTROL SYSTEMS PLUS THEIR ASSOCIATED EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3),
BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTEN-
ANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

FTM FIRE CONTROL TECHNICIAN M (SURFACE MISSILES) E4-7
OPERATE, TEST, REPAIR, AND PERFORM ORGANIZATIONAL AND INTER-
MEDIATE LEVEL MAINTENANCE ON MISSILE FIRE CONTROL SYSTEMS
(INCLUDING WEAPONS DIRECTION SYSTEMS AND SEARCH RADARS),
MISSILES, TELEMETRY EQUIPMENT, AND ASSOCIATED SUPPORT EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3),
BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTEN-
ANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

GM GUNNER'S MATE E8-9
SENIOR/MASTER CHIEF RESPONSIBLE FOR THE DUTIES PERFORMED BY:
GMG GUNNER'S MATE (GUNS)
GMM GUNNER'S MATE (MISSILES)

GMG GUNNER'S MATE G (GUNS) E4-7
OPERATE, TEST, INSPECT, AND PERFORM ORGANIZATIONAL AND INTER-
MEDIATE MAINTENANCE ON GUNS, GUN MOUNTS, TURRETS, PROJECTORS,
HANDLING EQUIPMENT, AND SMALL ARMS; INSPECT, REPAIR AND MAKE
DETAILED CAUSALTY ANALYSES OF ELECTRIC, ELECTRONIC, HYDRAULIC,
AND MECHANICAL SERVOSYSTEMS IN SMALL ORDNANCE EQUIPMENT.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

GMM GUNNER'S MATE M (MISSILES) E4-7
OPERATE, TEST, INSPECT, AND PERFORM ORGANIZATIONAL AND INTER-
MEDIATE MAINTENANCE ON GUIDED-MISSILE LAUNCHING GROUPS, AND
HANDLING EQUIPMENT; INSPECT, REPAIR, AND MAKE DETAILED CASUALTY
ANALYSES OF ELECTRICAL, ELECTRONIC, HYDRAULIC, AND MECHANICAL
SYSTEMS AND SERVOSYSTEMS IN MISSILE EQUIPMENT.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

GMT GUNNER'S MATE T (TECHNICIAN) E4-9
PERFORM ORGANIZATIONAL, INTERMEDIATE, AND DEPOT MAINTENANCE;
STORE, INSPECT, TEST, ADJUST, REPAIR, AND PACKAGE NUCLEAR
WEAPON COMPONENTS AND ASSOCIATED EQUIPMENT; ASSEMBLE, DIS-
ASSEMBLE, AND CONVERT NUCLEAR WEAPONS, WARHEADS, AND/OR COM-
ONENTS; MAINTAIN MAGAZINES, ASSEMBLY AND STORAGE AREAS, AND
SPRINKLER AND ALARM SYSTEMS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

GS GAS TURBINE SYSTEMS TECHNICIAN E4-9
OPERATE, REPAIR, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE
MAINTENANCE ON GAS TURBINE ENGINES, MAIN PROPULSION MACHINERY,
ASSIGNED AUXILIARY EQUIPMENT, PROPULSION CONTROL SYSTEMS,
ELECTRICAL AND ELECTRONIC CIRCUITRY UP TO THE PRINTED CIRCUIT
MODULES, AND ALARM WARNING CIRCUITRY.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

HM HOSPITAL CORPSMAN E4-9
CONDUCT FIRST AID INSTRUCTION PROGRAMS, ADMINISTER MEDICINE,
SUPERVISE SHIPBOARD AND FIELD HYGIENE AND SANITATION, APPLY
FIRST AID, NURSE THE SICK AND INJURED, GIVE ARTIFICIAL RESPI-
RATION, ADMINISTER INOCULATIONS, TRANSPORT THE INJURED, FILL PRE-
SCRIPTIONS, PERFORM CLINICAL LABORATORY TESTS, EXAMINE PATIENTS,
ASSIST IN HOSPITAL FOOD SERVICE AND DIET PROGRAMS, PERFORM MED-
ICAL ADMINISTRATIVE WORK, INSTRUCT IN HOSPITAL CORPS SCHOOLS,
TAKE AND PROCESS X-RAYS, PERFORM MEDICAL DUTIES INDEPENDENT OF A
PHYSICIAN.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

HT * HULL MAINTENANCE TECHNICIAN E4-9
INSTALL, MAINTAIN, AND REPAIR VALVES, PIPING AND PLUMBING SYSTEM
FITTINGS AND FIXTURES; REPAIR DECKS, STRUCTURES, AND HULLS BY
WELDING, BRAZING, RIVETING, AND CAULKING; FABRICATE WITH LIGHT
AND HEAVY-GAUGE METAL; HEAT-TREATING, HOT AND COLD FORMING OF
METALS; PIPE-CUTTING, THREADING AND ASSEMBLY; MAINTAIN AND RE-
PAIR VENTILATION SYSTEMS; INSPECT AND REPAIR SURVIVAL EQUIPMENT,
HATCHES, VALVES, WATERTIGHT DOORS AND SCUTTLES; OPERATE AND
MAINTAIN FIREFIGHTING EQUIPMENT AND TRAIN OTHERS IN ITS USE.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
FIRE SCIENCE (4,6,6,6); BASIC PLUMBING (2,3,3,3); BRAZING AND
SOLDERING (2,3,3,3); ARC WELDING (2,3,3,3); OXYACETYLENE WEL-
DING (2,3,3,3); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPER-
VISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3)

IC INTERIOR COMMUNICATIONS ELECTRICIAN E4-8
OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON INTERIOR COMMUNICATIONS SYSTEMS INCLUDING VOICE INTERIOR COMMUNICATIONS, ALARM, WARNING, SHIP'S CONTROL, ENTERTAINMENT, GYROCOMPASS, AND PLOTTING. RIG, TROUBLESHOOT, AND REPAIR VARIOUS COMMUNICATIONS EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC ELECTRICITY/ELECTRONICS (5,5,5,5); ELECTRICAL/ELECTRONIC CIRCUITS (5,6,6,6); ELECTRICAL/MECHANICAL SYSTEMS (4,4,4,4); TROUBLESHOOTING TECHNIQUES (4,6,8,8); APPLIED MATHEMATICS (2,2,2,2); ELECTRICAL/ELECTRONIC LAB (0,2,2,2); DIGITAL ELECTRONICS (0,1,2,2); BASIC ELECTRONICS (0,3,3,3); HUMAN RELATIONS (0,0,3,3); MAINTENANCE MGT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3); RECORD KEEPING (0,0,0,1); REPORT WRITING (0,0,0,1)

IM * INSTRUMENTMAN E4-8
PERFORM ORGANIZATIONAL/INTERMEDIATE MAINTENANCE ON MECHANICAL INSTRUMENTS SUCH AS PRESSURE/VACUUM MEASURING INSTRUMENTS, CENTRIFUGAL TACHOMETERS, BIMETALLIC THERMOMETERS, AND TORQUE MEASURING TOOLS; OFFICE MACHINES SUCH AS ADDRESSOGRAPH, PAPER SHREDDERS/CUTTERS, MANUAL TYPEWRITERS, FLUID/STENCIL PROCESS DUPLICATORS; AND NAVY TIMEPIECES. IMPLEMENT NAVY OR MECHANICAL INSTRUMENT REPAIR AND CALIBRATION SHOP (MICRS) PROCEDURES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BASIC INSTRUMENTATION (6,6,6,6); BASIC MACHINE TOOL OPERATION (1,1,1,1); OFFICE MACHINE REPAIR (3,3,3,3); MECHANICAL BLUEPRINT READING (1,1,1,1); TECHNICAL MATHEMATICS (3,3,3,3); TEST AND MEASUREMENT STANDARDS (0,1,1,1); SHOP SUPERVISION (0,1,2,2); RECORDS ADMINISTRATION (0,0,1,2); PERSONNEL SUPERVISION (0,0,2,3)

IS INTELLIGENCE SPECIALIST E4-9
ANALYZE INTELLIGENCE INFORMATION, PERFORM ADMINISTRATIVE DUTIES, IDENTIFY AND PRODUCE INTELLIGENCE FROM RAW INFORMATION, ASSEMBLE AND ANALYZE MULTI-SOURCE OPERATIONAL INTELLIGENCE, PREPARE AND PRESENT INTELLIGENCE BRIEFINGS, PREPARE MATERIALS FOR PHOTOGRAPHIC RECONNAISSANCE MISSIONS, PREPARE GRAPHICS/OVERLAYS AND MOSAICS, PLOT IMAGERY USING MAPS AND CHARTS, PROVIDE INPUT TO AND RECEIVE DATA FROM COMPUTERIZED INTELLIGENCE SYSTEMS ASHORE AND AFLLOAT, MAINTAIN INTELLIGENCE LIBRARIES AND FILES.

JO JOURNALIST E4-9
GATHER FACTS AND WRITE ARTICLES FOR PUBLICATIONS AND BROADCASTS FOR CIVILIAN AND NAVY GROUPS, PREPARE STORIES FOR HOMETOWN NEWS OUTLETS, WRITE FEATURE ARTICLES ON NAVY PERSONNEL AND ACTIVITIES, WRITE SPEECHES, EDIT AND PROOFREAD NEWS TEXT, PREPARE LAYOUTS FROM NEWS TEXT, MANAGE RADIO AND TELEVISION STATIONS, MANAGE SHIP OR STATION NEWSPAPERS, ARRANGE AND PRODUCE RADIO AND TELEVISION PROGRAMS, SET UP AND/OR CONDUCT TAPE-RECORDED INTERVIEWS, WRITE SCRIPTS AND ANNOUNCEMENTS FOR RADIO AND TV, TAKE NEWS PHOTOGRAPHS, COORDINATE SPECIAL EVENTS, ADVISE AND TRAIN APPRENTICES IN THE RATING, PERFORM MANY OF THE FUNCTIONS OF A PUBLIC AFFAIRS OFFICER, MAINTAION PUBLIC AFFAIRS FILES.

ENTER <JOED+ FOR DISPLAY OF EDUCATIONAL CORRESPONDANCE

JOED JOURNALIST - EDUCATIONAL CORRESPONDANCE E4-9
EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
NEWS EDITING (3,3,3,3); NEWS REPORTING (3,3,3,3); WRITING FOR MASS MEDIA (3,3,3,3); AUDIO-VISUAL TECHNOLOGY (3,3,3,3); ANNOUNCING (3,3,3,3); STUDIO TECHNIQUES (3,3,3,3); PHOTOGRAPHY (3,6,6,6); LAYOUT (3,3,3,3); TECHNICAL WRITING (0,3,3,3); INTERVIEWING TECHNIQUES (0,3,3,3); FIELD EXPERIENCE PUBLIC BROADCAST JOURNALISM (0,0,0,3)

LI LITHOGRAPHER E4-9
MAKE LAYOUTS, SET UP TITLES AND HEADINGS, MARK COPY FOR COM-
POSITION, PROOFREAD, OPERATE COLD TYPE COMPOSITION MACHINES,
HAND-SET TYPE FOR PROOF PRESS AND LETTERPRESS, PULL REPRODUCTION
PROOFS FOR OFFSETTING, OPERATE PROCESS CAMERAS AND RELATED
EQUIPMENT, MAKE PLATES AND PREPARE THEM FOR PRESS, OPERATE
PRESSES, COLLATE AND BIND.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
OFFSET PRESS OPERATION (3,4,4,4); PLATEMAKING (3,4,4,4);
INK (2,2,2,2); PROCESS CAMERA (3,4,4,4); LAYOUT (3,4,4,4);
COPY PREPARATION (3,4,4,4); FIELD EXPERIENCE GRAPHIC ARTS
(0,3,3,3); HUMAN RELATIONS (0,0,2,3); PRINT SHOP MANAGEMENT
(0,0,3,4); INDUSTRIAL ARTS EDUCATION (0,0,0,3)

LN LEGALMAN E5-9
PERFORM PARALEGAL DUTIES UNDER THE DIRECTION AND SUPERVISION
OF JUDGE ADVOCATES IN PROVIDING AND ADMINISTERING LEGAL SER-
VICES INCLUDING MATTERS CONCERNED WITH MILITARY JUSTICE, AD-
MINISTRATIVE DISCHARGES, CLAIMS, ADMIRALTY LAW, AND LEGAL
ASSISTANCE; RECORD AND TRANSCRIBE PROCEEDINGS; ADVISE AND
ASSIST PERSONNEL ON MATTERS OF LEGAL ADMINISTRATION.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E5, E6, E7):
OFFICE PROCEDURES (1,3,3); TYPING (2,3,3); MILITARY LEGAL
PRACTICES AND PROCEDURES (3,3,3); MACHINE SHORTHAND (6,6,6);
SOCIAL STUDIES (3,6,6); WRITTEN COMMUNICATION (0,2,2);
OFFICE MANAGEMENT (0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,1)

MA MASTER-AT-ARMS E6-9
PERFORM SECURITY DUTIES AFLAOT AND ASHORE INCLUDING INVESTI-
GATION, INTERRGGATION, APPREHENSION, CORRECTIONS, AND REHABI-
LITATION; ENFORCE LAW AND ORDER TO MAINTAIN MILITARY DISCIPLINE,
VEHICULAR AND PERSONNEL TRAFFIC CONTROL.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E6, E7):
CRIMINAL INVESTIGATION (3,3); CRIMINAL LAW (3,3); CRIMINAL
PROCEDURE (3,3); CORRECTIONAL PROCEDURES (3,3); INTRODUCTION TO
PHYSICAL SECURITY/SAFETY (3,3); WEAPONS PROFICIENCY/SELF
DEFENCE (3,3); POLICE EQUIPMENT (3,3); INSTRUCTOR TECHNIQUES
(3,3); HUMAN RELATIONS/APPLIED PSYCHOLOGY (3,3); REPORT
WRITING (0,0,3,3)

ML MOLDER E4-9
OPERATE FOUNDRIES, INDUCTION FURNACES, BAKING OVENS FOR CORES;
MAKE MOLDS, POUR CASTINGS OF FERROUS/NONFERROUS AND ALLOY ME-
TALS, IDENTIFY METALS, MAINTAIN OPERATING EFFICIENCY OF FOUND-
RIES, ESTIMATE TIME/MATERIAL AND COST REQUIRED IN CASTINGS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
FOUNDRY/METAL CASTING (4,6,8,8); MANUFACTURING PROCESSES
(1,2,2,2); MATERIALS SCIENCE (0,0,1,1); SHOP SUPERVISION
(0,0,1,2); PERSONNEL SUPERVISION (0,0,0,1); RECORD KEEPING
(0,0,0,1); SAFETY MANAGEMENT (0,0,0,1)

MM * MACHINIST'S MATE E4-9
OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAIN-
TENANCE ON, AND REPAIR SHIP PROPULSION AND AUXILIARY MACHINERY
SUCH AS STEERING ENGINE, WINDLASSES AND HOISTING MACHINERY, EL-
EVAIORS, AND FOOD PREPARATION, LAUNDRY, REGRIGERATION, AND AIR-
CONDITIONING EQUIPMENT; TRANSFER AND INVENTORY LUBRICATING OILS,
MAINTAIN RECORDS AND REPORTS, AND AID IN GENERATION AND STOWAGE
OF INDUSTRIAL GASSES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
MACHINERY MAINTENANCE AND REPAIR (10,10,12,12); MAINTENANCE
TECHNOLOGY (3,3,3,3); AIR CONDITIONING/REFRIGERATION (1,3,3,3);
BLUEPRINT READING (1,1,1,1); RECORD KEEPING (0,1,1,1); HUMAN
RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTEN-
ANCE MANAGEMENT (0,0,2,3)

MN MINEMAN

SCHEDULE INTERMEDIATE LEVEL MAINTENANCE AND TEST, REPAIR, AND OVERHAUL MINES AND THEIR COMPONENTS; ASSEMBLE, DISASSEMBLE, TEST, UPGRADE, HANDLE, ISSUE, AND DELIVER MINES TO PLANTING AGENT; RECEIVE MINES FROM AFLOAT PLATFORMS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

MR * MACHINERY REPAIRMAN

E4-9

PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON AUXILIARY EQUIPMENT; OPERATE MACHINE SHOP EQUIPMENT SUCH AS LATHES, DRILL PRESSES, SHAPERS, BENCH GRINDERS, MILLING MACHINES, BORING MILLS AND POWER HACKSAWS; USE PRECISION TOOLS SUCH AS MICROMETERS, DEPTH GUAGES, VERNIERS, CALIPERS, GUAGE BLOCKS, PROTRACTORS, AND DIAL INDICATORS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): MACHINE TECHNOLOGY (3,6,6,6); PRINCIPLES AND OPERATION OF MACHINE TOOLS (3,4,6,6); MACHINE SHOP MATHEMATICS (2,2,3,3); BLUEPRINT READING (1,3,3,3); INTRODUCTION TO THE METRIC SYSTEM OF MEASUREMENT (1,1,1,1); RECORD KEEPING (0,1,1,1); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3)

MS * MESS MANAGEMENT SPECIALIST

E4-9

OPERATE AND MANAGE KITCHEN AND DINING FACILITIES AND BACHELOR QUARTERS; ASSIST IN ORDERING AND STOWAGE OF FOODSTUFFS AND PROCUREMENT OF EQUIPMENT INCLUDING COOKING AND EATING UTENSILS; PREPARE MENUS; PLAN, PREPARE, AND SERVE MEALS; MAINTAIN FOOD SERVICE SPACES IN A CLEAN AND SANITARY CONDITION; MAINTAIN FINANCIAL RECORDS AND REQUIRED REPORTS; SUPERVISE ASSIGNED PERSONNEL. -

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): QUANTITY FOOD PREPARATION (6,9,9,9); SANITATION (3,3,3,3); KITCHEN OPERATIONS (2,3,3,3); FOOD SERVICE INTERNSHIP (1,2,2,2); FOOD SERVICE ADMINISTRATION (0,2,2,2); RECORD KEEPING (0,0,1,2); PERSONNEL MANAGEMENT (0,0,2,3); OFFICE MANAGEMENT (0,0,0,1); PERSONNEL SUPERVISION (0,0,0,3); FOOD COST CONTROL (0,0,0,3)

MT MISSILE TECHNICIAN

E4-7

OPERATE, TEST, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON FLEET BALLISTIC AND LAUNCHER MISSILE SUBSYSTEM EQUIPMENT; PARTICIPATE IN MISSILE HANDLING FUNCTIONS; ADJUST ALIGN, AND CALIBRATE BASIC ELECTRONIC CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3); BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

MU MUSICIAN

E4-9

PERFORM AS MEMBERS OF MARCHING, CONCERT, STAGE, OR DANCE BANDS + COMBOS INCLUDING JAZZ, ROCK, SOUL, POP, COUNTRY AND BLUEGRASS STYLES OF MUSIC; CONDUCT, REHEARSE, AND PERFORM IN THESE GROUPS FOR RADIO, TV AND STAGE; TRANSCRIBE/ARRANGE MUSIC FOR ALL TYPES OF ENSEMBLES, GIVE CONCERTS AND PROVIDE MUSIC FOR MILITARY CEREMONIES, RELIGIOUS SERVICES, PARADES AND SOCIAL OCCASIONS; PERFORM FOR NAVY PERSONNEL AND THEIR FAMILIES, AND FOR THE GENERAL PUBLIC AT DIPLOMATIC FUNCTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): MUSIC THEORY (4,4,8,12); JASS THEORY, IMPROVISATION (2,2,2,2); APPLIED PERFORMANCE (4,6,6,6); PERFORMING ENSEMBLES (2,2,4,4); ELEMENTARY CONDUCTING (0,1,1,1); MARCHING BAND (0,1,2,3); CONCERT BAND (0,1,1,1); APPLIED PERFORMANCE-SECONDARY INSTRUMENT (0,0,0,1)

NC NAVY COUNSELOR E6-9
ASSIST COMMANDS IN ORGANIZING AND IMPLEMENTING AN AGGRESSIVE ENLISTED RECRUITING AND RETENTION PROGRAM; SUPERVISE AND COORDINATE INTERVIEWING AND COUNSELING EFFORTS; COUNSEL PERSONNEL AND GIVE PRESENTATIONS TO VARIOUS GROUPS ABOUT NAVY CAREERS; ESTABLISH AND MAINTAIN LIAISON WITH LOCAL MEDIA.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E6, E7):
APPLIED PSYCHOLOGY (1,1); SPEECH COMMUNICATION (3,3); WRITTEN COMMUNICATION (3,3); HUMAN RELATIONS (3,3); COMMUNITY RELATIONS (1,1); INTRODUCTION TO MASS MEDIA (1,3); INTERVIEWING TECHNIQUES (2,2); CAREER INFORMATION AND COUNSELING (3,3); PSYCHOLOGY COUNSELING THEORY AND TECHNIQUES (0,1); BEHAVIOR CRISIS INTERVENTION (0,1); DRUGS AND ALCOHOL ABUSE (0,1)

OM OPTICALMAN E4-8
PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON SMALL NAVIGATIONAL INSTRUMENTS, BINOCULARS, GUNSIGHTS, RANGE FINDERS, SUBMARINE AND TURRET PERISCOPE, NIGHT VISION SIGHTS, AND OTHER OPTICAL INSTRUMENTS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
MACHINE TOOL OPERATION (1,3,3,3); FABRICATION TECHNIQUES (2,3,3,3); OPTICAL PHYSICS (3,5,5,5); OPTICAL LAB (3,5,6,6); BLUEPRINT READING (0,1,1,1); OPTICAL MEASUREMENT (0,2,2,2); TECHNICAL MATHEMATICS (0,3,3,3); RECORD KEEPING (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); SHOP SUPERVISION (0,0,1,1); HUMAN RELATIONS (0,0,0,2)

OS OPERATIONS SPECIALIST E4-9
SERVE AS PLOTTERS, STATUS BOARD KEEPERS, RADIO AND SOUND POWERED TELEPHONE TALKERS, AND MAINTAIN COMBAT INFORMATION CENTER (CIC) DISPLAYS; OPERATE SURVEILLANCE AND ALTITUDE RADAR, IDENTIFICATION FRIEND OR FOE (IFF), AND ASSOCIATED EQUIPMENT; INTERPRET AND EVALUATE PRESENTATIONS AND TACTICAL SITUATIONS, AND MAKE RECOMMENDATIONS TO SUPERIORS DURING WATCH CONDITIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
RADAR OPERATIONS (6,6,6,); APPLIED MATHEMATICS (3,3,3,3); SEAMANSHIP (3,3,3,3); BASIC ELECTRONICS (2,3,3,3); COASTWISE NAVIGATION AND PILOTING (0,3,3,3); RECORD KEEPING (0,1,2,2); PERSONNEL SUPERVISION (0,1,2,3); AIR TRAFFIC CONTROL (0,0,1,1); FIELD EXPERIENCE MANAGEMENT (0,0,0,3)

OT OCEAN SYSTEMS TECHNICIAN E4-9
OPERATE LOW FREQUENCY ANALYZING AND RECORDING (LOFAR) AND ASSOCIATED EQUIPMENT FOR ANALYSIS, EVALUATION, AND INTERPRETATION OF ACOUSTIC DATA FOR OPERATIONAL USE; EVALUATE EQUIPMENT OPERATION; LOCATE AND ANALYZE EQUIPMENT CAUSALITIES AND MAKE MINOR REPAIRS AND ADJUSTMENTS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

PC POSTAL CLERK E4-9
OPERATE, SUPERVISE, ORGANIZE, AND ESTABLISH OR DISESTABLISH A NAVY POST OFFICE; PERFORM POSTAL COUNTERWORK SUCH AS SELLING STAMPS AND MONEY ORDERS; PROCESS AND ROUTE INCOMING AND OUTGOING MAIL; MAINTAIN A MAIL DIRECTORY; MAINTAIN SECURITY OF POSTAL EFFECTS; PROCESS CLAIMS AND INQUIRIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
MAIL PROCESSING (3,4,6,6); POSTAL CUSTOMER SERVICES (2,2,2,2); POSTAL DELIVERY/COLLECTION (0,3,3,3); RECORD KEEPING (0,2,2,2); GENERAL CLERICAL PROCEDURES (0,0,3,3); POSTAL PROBLEMS ANALYSIS (0,0,0,2); PERSONNEL SUPERVISION (0,0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,0,1)

PH PHOTOGRAPHER'S MATE E4-9
OPERATE, MAINTAIN, + REPAIR VARIOUS TYPES OF CAMERAS FOR A VARIETY OF USES, PERFORM DUTIES AS MEMBERS OF FLIGHT CREWS, DEVELOP MOTION PICTURE FILM AND MICROFILM PRINTS, TAKE NEWS PHOTOGRAPHS, OPERATE LABORATORY AND DARKROOM EQUIPMENT FOR FILM PROCESSING, MIX PHOTOGRAPHIC CHEMICALS AND SOLUTIONS, PREPARE AUDIO-VISUAL PRESENTATIONS, OPERATE TV CAMERAS AND PRODUCE TV PRODUCTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
CAMERA/ACCESSORIES OPERATION (6,6,6,6); PHOTO TECHNIQUES (6,6,6,6); PHOTO PROCESSING (6,6,6,6); BASIC PHOTOGRAPHY (3,3,3,3); CAMERA TECHNIQUES (2,3,3,3); DARKROOM TECHNIQUES (2,3,3,3); COLOR PHOTOGRAPHY (1,1,1,1); INTERNSHIP PHOTOGRAPHY/CINEMA (2,2,3,3); FILM PRODUCTION (0,2,3,3); PORTRAITURE (0,1,1,1); TECH PHOTOGRAPHY (0,0,1,2); PERSONNEL SUPERVISION (0,0,1,3); MAINTENANCE MANAGEMENT (0,0,0,2)

PI PRECISION INSTRUMENTMAN E9
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
IM *INSTRUMENTMAN
OM OPTICALMAN

PM PATTERNMAKER E4-7
MAKE ALL TYPES OF WOOD, METAL, PLASTER OF PARIS PATTERNS AND TEMPLATES/JIGS FOR USE IN PATTERN SHOPS, SKETCH AND DESIGN PATTERNS, USE HAND AND POWER-DRIVEN TOOLS AND INSTRUMENTS TO CONSTRUCT PATTERNS, ESTIMATE TIME/MATERIAL AND COSTS FOR PATTERN-MAKING AND CASTING JOBS, MAINTAIN AND REPAIR PATTERNMAKERS' TOOLS AND EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
BLUEPRINT READING/SKETCHING (3,3,3,3); INTRODUCTION TO CONSTRUCTION (3,3,3,3); MACHINE SHOP (1,1,2,2); USE AND CARE OF TOOLS (1,1,2,2); SHOP SUPERVISION (0,0,1,2); RECORD KEEPING (0,0,0,1); SAFETY (0,0,0,1)

PN PERSONNELMAN E4-9
INTERVIEW PERSONNEL, ADMINISTER TESTS, MAKE RECOMMENDATIONS-FOR ASSIGNMENTS, CAREER COUNSELING, OPERATE VISUAL AIDS SUCH AS SOUND MOVIE PROJECTORS FOR INSTRUCTION AND TRAINING, ANALYZE NAVY JOBS AND QUALIFICATIONS REQUIRED, PREPARE ORGANIZATIONAL CHARTS, WRITE OFFICIAL LETTERS AND REPORTS, MAINTAIN ENLISTED SERVICE RECORDS, NAVY DIRECTIVE SYSTEM, NAVY FILING SYSTEM.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
TYPING (1,1,2,2); OFFICE PROCEDURES (1,3,3,3); FILING/RECORDS MANAGEMENT (0,1,1,1); WRITTEN COMMUNICATION (0,0,3,3); HUMAN RELATIONS (0,0,0,2); FIELD EXPERIENCE MANAGEMENT (0,0,0,1)

PR AIRCREW SURVIVAL EQUIPMENTMAN E4-9
INSPECT, MAINTAIN, AND REPAIR PARACHUTES, SURVIVAL EQUIPMENT, AND FLIGHT AND PROTECTIVE CLOTHING AND EQUIPMENT; PACK AND RIG PARACHUTES AND LIFERAFTS; REPAIR AND TEST OXYGEN REGULATORS, AND LIQUID OXYGEN CONVERTERS; FIT AND MAINTAIN OXYGEN MASKS, FLIGHT CLOTHING, ANTI-EXPOSURE SUITS, AND ANTI-G SUITS; OPERATE AND REPAIR CARBON DIOXIDE TRANSFER AND RECHARGE EQUIPMENT; OPERATE AND REPAIR SEWING MACHINES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
AVIATION SAFETY EQUIP MAINTENANCE AND REPAIR (9,12,15,15); AVIATION MAINTENANCE TECHNOLOGY (3,6,6,6); PERSONNEL SUPERVISION (0,2,3,3); SHOP MANAGEMENT (0,0,0,3)

QM QUARTERMASTER E4-9
STAND WATCH AS ASSISTANTS TO OFFICERS OF THE DECK AND TO THE NAVIGATOR; SERVE AS STEERSMEN AND PERFORM SHIP CONTROL, NAVIGATION, AND BRIDGE WATCH DUTIES; PROCURE, CORRECT, USE AND STOW NAVIGATIONAL AND OCEANOGRAPHIC PUBLICATIONS AND OCEANOGRAPHIC CHARTS; MAINTAIN NAVIGATIONAL INSTRUMENTS AND KEEP CORRECT NAVIGATIONAL TIME.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
SEAMANSHIP (3,3,3,3); COASTWISE NAVIGATION/PILOTING (0,3,3,3);
PRACTICAL MATHEMATICS (0,3,3,3); APPLIED METEOROLOGY (0,1,1,1);
PRACTICAL MARINE INSTRUMENTATION (0,1,1,1); CELESTIAL NAVIGATION (0,1,3,3); RECORD KEEPING (0,3,3,3); PERSONNEL SUPERVISION (0,2,3,3); ADVANCED NAVIGATION (0,0,3,3)

RM RADIOMAN E4-9
TRANSMIT/RECEIVE/ROUTE AND LOG RADIO MESSAGES, MAKE SURE APPLICABLE SECURITY MEASURES ARE OBSERVED, ADVISE ON CAPABILITIES/LIMITATIONS AND CONDITION OF RADIO EQUIPMENT, OPERATE AND MAINTAIN TELETYPEWRITER EQUIPMENT, OPERATE RADIO TRANSMITTERS AND RECEIVERS, MAINTAIN MESSAGE CENTER FILES/OPERATING LOGS AND UPDATE COMMUNICATIONS PUBLICATIONS, OPERATE AND COORDINATE COMMUNICATIONS SYSTEMS INCLUDING AUTOMATED NETWORKS/SATELLITE DATA LINKS AND THE FULL SPECTRUM OF VOICE AND TELETYPE CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
ELECTRONIC COMMUNICATIONS SYSTEMS (2,3,4,4); BASIC ELECTRONICS (3,3,3,3); OPERATION OF COMMUNICATIONS SYSTEMS (6,8,10,10);
RECORD KEEPING (0,0,1,1); HUMAN RELATIONS (0,0,3,3);
MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3); REPORT WRITING (0,0,0,1)

RP RELIGIOUS PROGRAM SPECIALIST E4-9
SUPPORT CHAPLAINS AND RELIGIOUS ACTIVITIES FOR ALL FAITHS, ASSIST IN MANAGEMENT AND DEVELOPMENT OF RELIGIOUS PROGRAMS AND DETERMINATION OF RESOURCES, MAINTAIN RECORDS OF VARIOUS FUNDS, ECCLESIASTICAL DOCUMENTS AND REFERENCES, TRAIN PERSONNEL IN SUPPORT OF RELIGIOUS PROGRAMS, MAINTAIN SHIPBOARD LIBRARIES, INSTRUCT IN METHODS OF RELIGIOUS EDUCATION, MAINTAIN LIAISON WITH RELIGIOUS AND COMMUNITY AGENCIES, ASSIST IN PREPARATION OF DEVOTIONAL AND RELIGIOUS EDUCATIONAL MATERIALS AND AUDIO-VISUAL DISPLAYS, PUBLICIZE RELIGIOUS ACTIVITIES, COORDINATE VOLUNTEER RELIGIOUS PROGRAMS, REQUISITION, MAINTAIN AND SAFEGUARD ECCLESIASTICAL EQUIPMENT AND SUPPLIES, SUPERVISE THE CHAPLAIN'S OFFICES, PERFORM ADMINISTRATIVE, CLERICAL AND SECRETARIAL DUTIES.

SH SHIP'S SERVICEMAN E4-9
PROVIDE DIRECT PERSONAL SERVICES BY OPERATING AND MANAGING RESALE ACTIVITIES, SUCH AS SHIP'S STORES, COMMISSARY STORES, AND NAVY EXCHANGES; SERVICE LAUNDRY AND DRYCLEANING FACILITIES, VENDING MACHINES, FOUNTAINS, SNACKBARS, BARBER AND TAILOR SHOPS; AND PERFORM CLERICAL AND STOCK CONTROL FUNCTIONS FOR ALL ACTIVITIES OPERATED.

ENTER <SHED> FOR DISPLAY OF EDUCATIONAL CORRESPONDANCE

SHED SHIP'S SERVICEMAN - EDUCATIONAL CORRESPONDANCE E4-9

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
NOTE: SINGLE NUMBERS IN PARENTHESES APPLY TO E4-7

ALL - RECORD KEEPING (2,2,3,3); SMALL BUSINESS MGT (3,3,3,3); PERSONNEL SUPERVISION (0,2,3,3); RETAILS SALES MANAGEMENT (0,0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,0,3)
TAILOR - BEGINNING TAILORING (3); APPLIED TAILORING TECHNIQUES (3); HOME ECONOMICS IN TAILORING TECHNIQUES (3)
BARBER - BARBER SCIENCE (3); BARBER SCIENCE (1) (3); APPLIED BARBER SHOP TECHNIQUES (7)
LAUNDRY - TREATING OF FABRICS (2); LAUNDRY EQUIPMENT OPERATION TECHNIQUES (3); LAUNDRY MANAGEMENT (3); DRY CLEANING AND PRESSING (3)
CLERK - ENVIRONMENT CONTROL (1); INVENTORY CONTROL (3)

SK * STOREKEEPER E4-9
TAKE CHARGE OF STOREROOMS, ISSUE REPAIR PARTS, CLOTHING, + OTHER ITEMS, MAKE REQUISITIONS AND ORDERS TO MAINTAIN SUPPLIES AT THE PRESCRIBED SUPPORT LEVEL AND TO SATISFY NONSTOCKED DEPARTMENTAL REQUIREMENTS, TAKE INVENTORIES, ORGANIZE WAREHOUSING, PREPARE ITEMS FOR SHIPMENT INCLUDING INVOICES AND SHIPPING DOCUMENTS, UPDATE AND MAINTAIN SUPPLY MANUALS, MAINTAIN FINANCIAL RECORDS, ENSURE TIMELY RECEIPT OF STOCKS, UTILIZE COMPUTERS AS AVAILABLE FOR THE ABOVE, TYPE SUPPLY-RELATED D00009TS, OPERATE AIR TERMINALS OVERSEAS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): GENERAL CLERICAL (1,1,1,1); OFFICE MACHINES (2,2,2,2); INVENTORY CONTROL (0,3,3,3); RECORD KEEPING (0,2,2,2); AUTOMATED RECORD KEEPING (0,0,1,1); PERSONNEL SUPERVISION (0,1,1,2); WRITTEN COMMUNICATION SKILLS (0,0,0,3)

SM SIGNALMAN E4-9
SEND AND RECEIVE MESSAGES BY FLASHING LIGHT/SEMOPHORE AND SIGNAL FLAGS, STAND WATCH ON THE SIGNAL BRIDGE, ENCODE AND DECODE MESSAGES, MAINTAIN SIGNAL EQUIPMENT, HONOR PASSING NAVAL VESSELES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): SEAMANSHIP (3,3,3,3); RECORD KEEPING (0,2,2,2); LAW ENFORCEMENT/POLICE SCIENCE (0,1,1,1); PERSONNEL SUPERVISION (0,2,2,2); FIELD EXPERIENCE MANAGEMENT (0,0,0,3)

ST SONAR TECHNICIAN E9
MASTER CHIEF RESPONSIBLE FOR THE DUTIES OF THE FOLLOWING:
STG SONAR TECHNICIAN G (SURFACE) E4-8
STS SONAR TECHNICIAN S (SUBMARINE) E4-8

STG SONAR TECHNICIAN G (SURFACE) E4-8
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON SURFACE SONAR AND ALLIED EQUIPMENT; OPERATE, EVALUATE, AND INTERPRET DATA FROM SURFACE SONAR AND OCEANOGRAPHIC EQUIPMENT, SURFACE SHIP UNDERWATER FIRE CONTROL EQUIPMENT, AND ASSOCIATED EQUIPMENT FOR THE SOLUTION OF ANTISUBMARINE WARFARE PROBLEMS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATHEMATICS (3,3,3,3); BASIC BLUEPRINT READING (2,3,3,3); APPLIED PHYSICS (0,2,2,2); MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3); HUMAN RELATIONS (0,0,3,3); RECORD KEEPING (0,0,0,1)

STS SONAR TECHNICIAN S (SUBMARINE) E4-8
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON SUBMARINE SONAR AND ALLIED EQUIPMENT; OPERATE, EVALUATE, AND INTERPRET DATA FROM SUBMARINE SONAR AND OCEANOGRAPHIC EQUIPMENT, AND SUBMARINE AUXILIARY SONAR; COORDINATE SUBMARINE SONAR AND UNDERWATER FIRE CONTROL INTERFACE.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATHEMATICS (3,3,3,3); BASIC BLUEPRINT READING (2,3,3,3); APPLIED PHYSICS (0,2,2,2); MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3); HUMAN RELATIONS (0,0,3,3); RECORD KEEPING (0,0,0,1)

SW STEELWORKER E4-8
ERECT OR DISMANTLE STEEL BRIDGES, PIERS, BUILDINGS, TOWERS, AND PRE-ENGINEERED STRUCTURES; FABRICATE, ERECT, INSTALL, FIT, WELD, AND BOLT STRUCTURAL STEEL SHAPES, PLATES, AND THE BUILT-UP SECTIONS USED ON HEAVY CONSTRUCTION; LAY OUT, FABRICATE, AND INSTALL SHEET METAL ASSEMBLIES; PERFORM OXY-GAS WELDING AND CUTTING, SHIELDED ARC WELDING, HARD FACING OF HEAVY EQUIPMENT, AND GMA/GMT WELDING.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7); WELDING (9,15,15,15); STEEL LAYOUT/FABRICATION (1,2,3,3); ADVANCED WELDING (0,0,6,6); TECHNICAL MATHEMATICS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); INDUSTRIAL TECHNOLOGY (0,0,0,3); TECHNICAL WRITING (0,0,0,1)

TD TRADEMAN E4-9
OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON TRAINING DEVICES; ASSIST IN THE DEVELOPMENT, OPERATION, AND/OR IMPROVEMENT OF TRAINING PROGRAMS OF SUPPORTED ACTIVITIES; AND CONSTRUCT, DEVISE, OR OBTAIN TRAINING AIDS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7); BASIC ELECTRICITY/ELECTRONICS (3,3,3,3); TECHNICAL MATHEMATICS (3,3,3,3); BLUEPRINT READING/SCHEMATICS (2,2,2,2); APPLIED PHYSICS (6,6,6,6); RECORD KEEPING (0,0,2,2); PERSONNEL SUPERVISION (0,0,2,3); AUDIO-VISUAL EDUCATION (0,0,0,3); INSTRUCTIONAL TECHNIQUES/MATERIALS (0,0,0,3)

TM TORPEDOMAN'S MATE E4-9
PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON UNDERWATER ORDNANCE SUCH AS TORPEDOES AND ANTISUBMARINE ROCKETS (SUBROC/ASROC), LAUNCHED FROM SURFACE SHIPS, SUBMARINES, AND AIRCRAFT; OPERATE AND MAINTAIN LAUNCHING/FIRING SYSTEMS AND STOWAGE FACILITIES; PREPARE UNDERWATER ORDNANCE FOR LAUNCHING; AND CONDUCT POSTFIRING ROUTINES, SECURING, AND EVALUATION PROCEDURES.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

UT UTILITIESMAN E4-9
INSTALL AND MAINTAIN SYSTEMS REQUIRING PLUMBING AND PIPE-FITTING SKILLS, INSTALL/OPERATE AND REPAIR HEATING/PIPING/VENTILATION AND AIR CONDITIONING SYSTEMS, OPERATE AND MAINTAIN WATER AND WASTE-WATER SYSTEMS AND TREATMENT PLANTS, IDENTIFY AND CARRY OUT PROCEDURES TO LIMIT OR MINIMIZE THE ADVERSE EFFECTS OF ENVIRONMENTAL POLLUTION, READ BLUEPRINTS AND ESTIMATE MATERIALS/COST.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7); INTRO TO CONST (3,3,3,3); UTILITIES MAINTENANCE (3,3,3,3); PLUMBING (3,3,3,3); UTILITIES CONST/MAINT (3,3,4,4); UTILITIES INSTALLATION (0,3,6,6); BLUEPRINT READING/SKETCHING (0,2,2,2); APPLIED SCIENCE (0,3,3,3); GENERAL PLANS/SPECS (0,2,2,2); UTILITIES CONST ESTIMATING (0,0,3,3); WATER/SEWAGE TREATMENT SYSTEMS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); SHOP MANAGEMENT (0,0,0,2); SAFETY MANAGEMENT (0,0,0,1)

YN * YEOMAN E4-9
PREPARE AND TYPE CORRESPONDENCE AND REPORTS, ORGANIZE AND MAINTAIN FILES, RECEIVE OFFICE VISITORS AND HANDLE TELEPHONE COMMUNICATIONS, PERFORM OFFICE DUTIES, PERFORM ADMINISTRATIVE DUTIES IN CONNECTION WITH INVESTIGATIONS AND TRIALS, MAINTAIN RECORDS AND OFFICIAL PUBLICATIONS, UTILIZE DUPLICATING AND AUDIO-RECORDING EQUIPMENT TO ACCOMPLISH THE ABOVE, REQUISITION OFFICE SUPPLIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7); TYPING (2,3,3,3)

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